COMMA BASICS

	USE	FUNCTION	EXAMPLE
1	COMMAS WITH AND, BUT, OR, NOR, FOR, YET, SO	Separate the first complete sentence (independent clause) from the conjunction (and, but, or) and the second complete sentence (independent clause).	I want to go to the store, and I want to buy chicken.
2	COMMAS FOLLOWING INTRODUCTORY ELEMENTS	Separates the introduction phrases, clauses, or words from the main subject and verb (independent clause).	Hello, my name is Jim. When the woman stopped, her son ran into her.
3	COMMAS IN LISTS	Separate items in a list. Note: items in lists can be more than one word long.	Today I had tea, peanut butter and jelly, and a bag of chips for lunch.
4	COMMAS WITH ADJECTIVE LISTS	Use a comma to separate two (or more than two) adjectives that describe the same	My grandmother's old, silver, sports car was too fast for the Chicago speed limits.
5	COMMAS WITH NON-ESSENTIAL INFORMATION	Some clauses, phrases, and words may not be part of the main idea or meaning of a sentence. Use commas to bracket off these "asides" and show the reader where the most important information is.	My mother and I, when I was very little, fed ducks at a park. I, however, did not.
6	COMMAS IN TITLES, NAMES, AND DATES	Use commas to separate parts of dates, locations, or proper names.	London, England. June 20, 1998.
7	COMMAS FOR QUOTATIONS/DIRECT ADDRESS	Use commas to shift between quotations and regular prose.	"When I want to," he said, "I will." Mill states that "projected sales will be up next year," (2020).
8	COMMAS WITH INDIRECT DISCOURSE	Use commas to show who is being spoken to when you don't use quotation marks.	It's possible, John, that you are wrong. You are not wrong, John.
9	COMMAS IN TITLES	If someone has a title as part of their name, use a comma to separate it from their name	Elizabeth Knight, MD