Introduction to Commas

Commas are used to indicate a separation of numbers, words, phrases, or clauses from other words or an independent clause thereby avoiding confusion.

- Commas are used to offset an introductory element from the rest of the sentence.
- Commas are used to separate two independent clauses separated by a coordinating conjunction.
- Commas are used to separate items in a series.
- Commas are used to separate non-essential elements (clauses and phrases) from the independent clause.
- Commas are used between compound adjectives.
- Commas are used to offset parenthetical and transitional expressions.
- Commas are used to offset contrasting elements, participles, interjections, direct addresses, and tag questions.
- Commas are used with dates, addresses, titles, and numbers. Commas are used in quotations.

Unnecessary comma usage can be distracting to your reader and can create confusion.

1. Do not use a single comma between the subject and verb.
2. Do not use a comma to offset a restrictive element.
3. Do not use a comma between two independent clauses that are not separated by a coordinating conjunction.
4. Do not use a comma to separate an independent clause and a dependent clause separated by a coordinating conjunction.
5. Do not use a comma before the first or the last item in a series.