

Dates, Addresses, Titles, and Numbers

Dates: Place a comma between the day of the week and the month, and between the day of the month and the year, and between the year and the rest of the sentence.

- The death of John F. Kennedy on Friday, November 22, 1963, is forever engrained in my memory.

Addresses: Place a comma after each part of the address.

- Please send the receipt to Consumer Relations, Best Company in the World, 102 N. Street, Fayetteville, Arkansas 72701.
- She was born in Paris, Arkansas, not Paris, France.

Titles: Use commas after names and the titles and after titles and the rest of the sentence.

- Jane Smith, PhD, had her book published.

Numbers: Use a comma with five or greater digits, placing the comma between each three digits.

- The boy found \$12,345,678.00 in the old brief case.