

# Comma Rules

1. Divide city and state with a comma
2. Surround appositives with commas.  
Example: The teacher, a young man with a booming voice, addressed the class.
3. Listing: Separate 3 or more items that are being listed with a comma.  
Example: oranges, apples, and bananas
4. Divide two or more adjectives with a comma:
5. Surround or separate transition modifiers with commas.  
  
Example: however, too, etc.
6. Compound sentences are divided with a comma before the conjunction (and, but, or, nor, so, for, yet)
7. Separate introductory interjections with a comma. Example: well, hey, yes, etc.
8. Separate participle phrase with a comma. Example: Harold sat in the library, reading the book War and Peace.
9. Separate dialogue from the speaker with a comma. Henry said, "Sit up."
10. Complex sentence: Divide independent clause from dependent clause with a comma. Exception: Do not use a comma for "that".
11. Separate introductory adverb phrase with a comma.
12. Interrupter: a thought that interrupts the main idea of sentence is separated/surrounded with commas. Example: My name, in case you are interested, is Mrs. Gunn.
13. Separate an introductory prepositional phrase with a comma.  
Example: Under the tree, we sat together eating our lunch.