



COMMAS

Use commas

Purpose	Example
To separate a series of three or more word groups. Exception: if the last word or word group is short, the final comma may be omitted.	We interviewed witnesses, reviewed files, and visited the crime scene. We interviewed witnesses, reviewed files and visited the crime scene.
To separate two adjectives when the word “and” can be inserted between them	This is a logical, well-written report. We vacationed at an expensive summer resort.
To separate the day of the month from the year and after the year If only the month and year are mentioned, omit the comma.	The first incident occurred on February 16, 1999, in Baltimore, Maryland. The first incident occurred in February 1999.
To set off expressions that interrupt the flow of the sentence	I am, as you may have noticed, very excited about my promotion.
After a phrase at the start of a sentence	According to the witness, the incident occurred in mid-February 1999. In my opinion, the new evidence does not affect the verdict.
After certain introductory words	Nonetheless, our opinion has not changed. Eventually, we reached our destination.
To separate two independent clauses joined by conjunctions, except when the clauses are short.	The regional office conducted the evaluation and wrote the draft report, and headquarters reviewed the report and supporting documentation for legal sufficiency. We conducted the evaluation and headquarters reviewed our draft report.

Do not use commas

To separate two independent clauses joined by the word “however.” Use a semi-colon or two sentences.	Incorrect: Tom and I wanted to go to a movie, however Alex preferred to stay home. Correct: Tom and I wanted to go to a movie. Alex, however, preferred to stay home. Correct: Tom and I wanted to go to a movie; however, Alex preferred to stay home.
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Questions? Email us at info@quillassociates.com