COMMA USAGE GUIDE

- [ ] Use **that** to introduce a **restrictive clause** (**no comma**); use **which** to introduce a **non-restrictive clause** (**use comma**)
- [ ] **Introductory dependent clauses** must have a **comma**
- [ ] **Nonrestrictive clauses** in the middle of a sentence must be set off by **commas**
- [ ] **Commas** are used to set off **appositives** and **parentheticals**
- [ ] **Commas** are used **after transitionals** introducing a sentence
- [ ] Use a **comma** for the **conjunction** preceding the last item in a list
- [ ] Use a **comma** to separate two adjectives modifying the same noun, but not if one adjective modifies the other
- [ ] **Do not use a comma** to replace the word **that**
- [ ] **Remove "that"** whenever its absence does not confuse the reader
- [ ] **Do not use a comma** to separate the parts of a **double predicate** (finished his meal and paid the check) unless there would be confusion or special emphasis is required
- [ ] Use a **comma** before a **conjunction** connecting two independent clauses
- [ ] Use a **comma** before **which** but not before **that**; use **that** to introduce a **restrictive clause** and **which** to introduce an **nonrestrictive clause**
- [ ] Use **two commas** to set off **dates** and **places**
- [ ] Place **commas inside**, not outside, **quotation** marks
- [ ] **Commas** and **other punctuations** should be used around **parentheticals** as though they did not exist
- [ ] Within **parentheticals**, punctuate as if the parenthetical stood by itself, except the end stop is omitted unless it is a question/exclamation mark
- [ ] **(**When a wholly detached expression or sentence is **parenthesized**, the **final stop** comes **before** the last mark of parenthesis**.)**