

Rule	Example 1	Example 2
In a simple sentence you usually do not need a comma. A simple sentence has a subject and a verb.	Everyone at Hopkins called him Uncle Dick.	
Use commas between independent clauses in a compound sentence. A sentence that contains two simple sentences joined by a conjunction is called a compound sentence. Conjunctions: for, and, nor, but, or, yet, so.	But most cells died quickly, and the few that survived hardly grew at all.	
Place commas in a sentence to divide items in a list of three or more items. The commas will help the reader to avoid confusion.	After her visit to Hopkins, Henrietta went about life as usual, cleaning and cooking for Day, their children, and the many cousins who stopped by.	
Use commas to set off nouns or words of direct address. A noun in a direct address is the name or title of a person being spoken to. Words of address include: yes, no, first, last.	Meanwhile, each morning after putting Henrietta's cells in culture, Mary started her days with the usual sterilization drill.	
Use commas to set off MOST appositives. An appositive is a noun or noun phrase that identifies the person or thing it follows. Do not use commas to set off a short appositive, such as one name.	TeLinde, one of the top cervical cancer experts in the country, was a dapper and serious fifty-six-year-old surgeon who walked with an extreme limp from an ice-skating accident more	

	than a decade earlier.	
<p>Use commas with quotations.</p> <p>A. If the <i>He said</i> comes first, place the comma after said.</p> <p>B. If the <i>he said</i> comes after the quote, place the comma inside the quotation marks after the last word in the quotation.</p> <p>C. If the <i>he said</i> comes in the middle of the quote, place the comma inside the quotation marks after the last word in the first part of the quote and after the he said.</p>	<p>A. That night Henrietta said to her husband, “Day, I need to go back to the doctor tomorrow.”</p> <p>B. “Ain’t nothing serious wrong,” she said.</p> <p>C. “Nothin serious wrong with me,” Henrietta said, “I’m fine.”</p>	

<p>Use semicolons to connect two related independent clauses that are related in thought. Do not use a conjunction with the semicolon. Also, do not capitalize the first word after the semicolon.</p>	<p>There were gallon-sized tin coffee cans full of utensils and glassware; powdered creamer, sugar, spoons, and soda bottles on the table; huge metal freezers lining one wall; and deep sinks Gey made by hand using stones he collected from a nearby quarry.</p>	
<p>Use a colon before a list or an explanation that is preceded by a clause that can stand by itself. Think of the colon as a gate, inviting one to go on.</p>	<p>Then, a few days later, Jones got her biopsy results from the pathology lab: “ Epidermoid carcinoma of the cervix, Stage I.”</p>	