



OU Writing Center  
The University of Oklahoma

## Grammar Guides: 8 Comma Rules to Remember

This guide identifies some of the basic comma rules<sup>1</sup> people often forget or apply incorrectly. Keeping these in mind can help you write with greater clarity and accuracy.

### Rule 1

Commas are needed **when combining two independent<sup>2</sup> clauses (complete sentences) with a coordinating conjunction** (for, and, nor, but, or, yet, so).

Example: “I wanted to wear flip **flops, but** it was too cold today.”

### Rule 2

When you begin a sentence with a **dependent clause**, set it apart from the rest of the sentence with a comma.

Example: “**On Saturdays**, we wear Crimson and Cream.”

### Rule 3

Use a comma after a **conjunctive adverb** that follows a semicolon and connects two independent clauses. (therefore, nonetheless, additionally, alternatively, consequently, henceforth. For more conjunctive adverbs, see our Parts of Speech handout.)

Example: “I wanted to wear flip flips; **however**, it was too cold today.”

### Rule 4

Use commas to separate items in a **list of three or more things**. This is called a *serial* or *Oxford Comma*.

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<sup>1</sup> You’ll see the essential portion of each rule in **blue text that is bolded**.

The example that demonstrates that rule in action is **red, bolded, and italicized**.

<sup>2</sup> For more details on independent and dependent clauses, see our guide “Types of Clauses and How to Use Them.”

Example: “Anything is possible with *coffee, willpower, and wifi.*”

## Rule 5

Use a comma to **separate an adjective that describes a noun when “and” could take the place** of the comma.

Example: “The Sooners’ offense set an *aggressive, fast* tempo from tipoff.”

## Rule 6

Use commas to **set off extra information in a sentence that isn’t essential** to the sentence’s meaning.

Example: “My sister, *Maria*, loves parakeets.”

## Rule 7

Use commas **when including direct quotations**.

Example: “Tania *said, ‘I* have too much to read and not enough caffeine.”

## Rule 8

Do **NOT use a comma to separate the essential elements** of a sentence.

Example:

*Correct* - “Whoever left their laundry in the *washer needs* to get it out now.”

*Incorrect* - “Whoever left their laundry in the washer, needs to get it out now.”



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