**The Six Basic Comma Rules**

1. *The Serial Comma* – Place a comma between items in a series.

**Example**: I have a laptop, a pen, and a book in my backpack.

1. *The Coordinating Conjunction Comma* – Place a comma before a coordinating conjunction that joins two independent clauses.

**Example**: The best place to visit is Chicago, but the best place to live is Reno.

1. *The Introductory Word/Phrase Comma* – Always place a comma after an introductory word or phrase.

**Example**: Billy, what did you do to my car?

1. *The Interrupting Word/Phrase Comma* – Always place a comma before **and** after a word or phrase that can be removed from the sentence and still make sense.

**Example**: Dr. Greg, the professor, wrote his name on the board.

1. *The Concluding Word/Phrase Comma* – Always place a comma before any word or phrase that is just tagged on at the end of the sentence.

**Example**: I hadn’t seen Tina in months, though that didn’t hamper our friendship.

1. *The Catch-All Comma* – To separate numbers more than four digits long (45,678), To separate city from state (Xenia, Ohio), To separate month and year (April 14, 2014), Before and after titles (Doogie Howser, M.D.,), Or to prevent confusion (To err is human; to forgive, divine.)