

## Quicky Punctuation Outline

### I. Commas

#### a. Conjunctions

1. Put a comma before a conjunction that joins two independent clauses.
  - i. And, but, for, or, nor, yet, so
    - a. But **NOT** if the coordinating conjunction is being used with compound subjects
    - b. Do not use a comma after conjunctions ( and, but, so) at the beginning of the sentence.
2. Put a comma before a conjunction in a series of three or more items.

#### b. Clauses, Words, and Phrases

1. Put a comma after an introductory clause, phrase, or word (except introductory conjunctions)
2. Put a comma before and after nonrestrictive / nonessential clauses
  - i. Which, who
    - a. **NOT:** that, because, before, while, if, when
3. Put a comma before and after parenthetical words, clauses and phrases. (that can be taken out w/o affecting meaning)
4. Put a comma before and after transitional words and phrases
  - i. However, therefore, thus, furthermore, moreover
    - a. If transitional word is between 2 independent clauses, put semi colon in front and comma after
    - b. Don't need to set off transitional word with commas if it doesn't interrupt the flow of the sentence
5. Dashes and parentheses are used instead of commas: dashes are used to emphasize, and parentheses are used to de-emphasize.

#### c. Miscellaneous

1. Put a comma between coordinating adjectives ( takes the place of and)
  - i. Red, white, and blue
2. Put comma between the two adjectives that both modify the noun.
3. Put a comma after dates, geographic locations, abbreviations and titles.
4. Put a comma after the lead-in to a short quotation ( but not after)
  - i. The court said, "....."
5. Put commas before and after terms of direct address.
6. Put comma before and after a person's title.

### II. Semicolons

1. Put a semicolon between two independent clauses without a conjunction
2. Put a semicolon between items in a series if the series is complicated or if one of the items has an internal comma.