

Don't place a comma between the day and month in a date

Don't place a comma between the **day** and **month**.

Dave went to Hawaii for the first time on **April** **4th**.

No Comma

Month Day

When writing dates, place commas between numbers that are side by side so that it is clear that they are separate.

Dave went to Hawaii for the first time on **April** **4**, **2014**.

No Comma

Month Day Comma Year

Use commas to separate parts of locations and addresses

Place a comma between a **street** and **city**, **city** and **state**, and **city** and **country**.

Commas make it clear that these location words are separate. We don't need a comma between words and numbers because those are obviously separate.

Street and City: Mike lives at 2485 Main Street , San Francisco.
Street Comma City

City and State: Cassie just moved to Salt Lake City , Utah.
City Comma State

City and Country: One day I'll get to visit Eva in Paris , France.
City Comma Country

Do not place a comma between a **city** and **zip code**.

Jackie's new school is in Bakersfield , California ^{No Comma} 93301.

Use commas when a title comes after a person's name

When a full or shortened title comes *after* a person's name, surround the title with commas.

Karl invited Steven Howard , professor of English , to dinner.

Name Comma Title Comma

Evelyn Miller , PhD , won Stephanie's limbo contest.

Name Comma Title Comma

If the title comes before the name, do not use commas.

I listened to an interview with Dr. Beth Kaplan on the radio yesterday.

No Comma
Title Name

Add or Remove commas if necessary

Katniss Everdeen received a standing ovation after she sang karaoke for the first time on December, 12 1998.

Katniss Everdeen received a standing ovation after she sang karaoke for the first time on December 12, 1998.

On August, 14, Max Mayfield came home from the supermarket with eight bags of cheese puffs.

On August 14, Max Mayfield came home from the supermarket with eight bags of cheese puffs.

On February, 15 2012, Lucas Sinclair taught me how to play the harmonica.

On February 15, 2012, Lucas Sinclair taught me how to play the harmonica.

Add or Remove commas if necessary

F. Scott Fitzgerald's pen pal lives in Ankara Turkey.

F. Scott Fitzgerald's pen pal lives in Ankara, Turkey.

On vacation in New York New York, Haymitch Abernathy saw three Broadway shows in one day.

On vacation in New York, New York, Haymitch Abernathy saw three Broadway shows in one day.

David learned to make children chili from his aunt, who lives at 12 Mission Way El Paso Texas 79910.

David learned to make children chili from his aunt, who lives at 12 Mission Way, El Paso, Texas 79910.

Add or Remove commas if necessary

Maya Angelou invited Paige Holt Esq to play on her basketball team.

Maya Angelou invited Paige Holt, Esq, to play on her basketball team.

I wonder if King Winston reminded Harper Lee to wear a bicycle helmet.

CORRECT

Monica Geller chief financial officer wants to climb to the top of Mount Everest.

Monica Geller, chief financial officer, wants to climb to the top of Mount Everest.