

PUNCTUATION

Comma	Example
Use a comma before a coordinating conjunction (and, but, or, for, nor, so).	Having a tooth extraction is unpleasant, but it is necessary. The new exam covers more skills, so the scores will be more valid.
Use a comma after an introductory phrase, prepositional phrase, or dependent clause.	To obtain reliable data , a standardized test was used. Because the scale was culture specific , it was adapted. After the treatment , the participants were interviewed.
Use a comma to separate elements in a series.	She has presented papers in Portugal, Russia, and Thailand. In her speech, she focused on profiles of bullies, bullying strategies, and prevention of bullying.
Use a comma to separate nonessential elements from a sentence.	The new proficiency exam, EPE , is a valid measure of English language proficiency.
Use a comma between coordinate adjectives (adjectives that are equal and reversible).	The tired, hungry children became impatient.
Use a comma after a transitional element (however, therefore, nonetheless, also, otherwise)	For example , participants mentioned lack of time as a reason for plagiarism. However , the subjects did not receive any compensation for their participation in the experiment.
Use a comma with quoted words.	"Yes," she promised. Todd replied, saying, "I will be back this afternoon."
Use a comma in a date.	October 25, 1999 Monday, October 25, 1999
Use a comma in a number.	15,000,000
Use a comma in a personal title.	Ali Atak, MD Orhan Kova, the Director of Managerial Operations , opened the meeting.
Use a comma to separate a city name from a state or province.	Ereğli, Konya Houston, Texas
Semicolon	
Use a semicolon to join 2 independent clauses when the second clause restates the first or when the two clauses are of equal emphasis.	Road construction in Yüzüncü Yıl has caused economic loss to the businesses in the neighborhood; consumers do not drive their car through the mud to visit a restaurant there.
Use a semicolon to join 2 independent clauses when the second clause begins with a conjunctive adverb (however, therefore, moreover, meanwhile, etc.).	Eight years of uninterrupted compulsory education has had negative effects on language learning in Turkey; in fact, language learning has lost its priority in secondary education.
Use a semicolon to join elements of a series when individual items of the series already include commas.	Recent sites of the Olympic Games include Athens, Greece; Salt Lake City, Utah; Sydney, Australia; and Nagano, Japan.