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| e) | Around non-restrictive elements (i.e. elements not essential to the meaning of the sentence) | The CEO, <i>Pam</i> , represented her company at the conference. |
| f) | Before direct quotations | Lester Pearson said, " <i>Under this Flag may our youth find new inspiration for loyalty to Canada....</i> " |
| g) | Between a place name and a province, territory or its abbreviation (also add a comma after the name of the province, territory, etc., if it is not the last word in the sentence) | I enjoy going to <i>Gimli, Manitoba</i> , for my holidays. This parcel is being sent to <i>Brandon, Man.</i> |
| h) | Between parts of dates and after the year | <i>April 1, 1999</i> , is an important date for many Nunavummiut. Jack's son was born on <i>Friday, February 13, 2009</i> . |
| i) | Between names and titles or degrees | <i>Elizabeth II, Queen of England</i> <i>Charles Peabody, MD</i> |
| j) | For clarity | <i>We left the crew members, convinced of their dedication.</i> (Those leaving were convinced of the crew members' dedication.) <i>We left the crew members convinced of their dedication.</i> (The crew members were convinced of their own dedication.) |

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| a) | Between the month and the year | WRONG: Treasury Board approved the submission in <i>February, 2008</i> . REVISED: Treasury Board approved the submission in <i>February 2008</i> . |
| b) | Between words that share a close grammatical bond (e.g. a verb or preposition and its complement) | WRONG: Francine carefully <i>unwrapped, the silver candlestick and placed it gently on,</i> the table in front of her. REVISED: Francine carefully <i>unwrapped the silver candlestick and placed it gently on</i> the table in front of her. |
| c) | After a coordinating conjunction instead of before it | WRONG: You can work now <i>or,</i> you can work overtime on the weekend. REVISED: You can work now, <i>or</i> you can work overtime on the weekend. |
| d) | With restrictive elements (i.e. elements essential to the meaning of the sentence) | WRONG: Any person, <i>who is lazy,</i> will fail. REVISED: Any person <i>who is lazy</i> will fail. |
| e) | In a series of non-coordinate adjectives | WRONG: <i>Old, stone fences</i> remind me of home. REVISED: <i>Old stone fences</i> remind me of home. |

