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# Notes related to Tables, Figures, or Formatting

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| **A QUICK TIP** | |
| ***GUIDELINE*** | *Insert a comma before the conjunction that precedes the last element of a series (e.g., bread, eggs, and milk).* |
| ***EXPLANATION*** | In American English, a comma is inserted before the conjunction that precedes the last element of a series (e.g., bread, eggs, and milk). This comma is called the series comma and is inserted for clarity. Although this comma is not commonly used in British English, its usage is gaining acceptance. In British English, it’s called the Oxford comma.  As this comma aids clarity, its use is encouraged in academic writing in both American and British English. |
| ***EXAMPLE*** | Original: …1-year, 2-year, 3-year, 4-year and 5-year survival rate were…  Corrected: …the 1-year, 2-year, 3-year, 4-year, and 5-year survival rates were… |