

Writing Numbers

Writing Numbers in Scientific and Technical Writing

Spell out numbers between zero and nine

- Only **eight** people attended the meeting today. My father has **three** sisters.
- Exceptions to the rule
 - Use numerals when grouping a number between zero and nine with a larger number.
Only 8 out of 40 people attended the meeting today.
 - Use numerals when writing a precise measurement or mathematical function.
4 cm wide; the remaining 7%; the 9th trial; a ratio of 16:1

Use numerals for numbers 10 and up

- The event was held **23** days ago. There were **542** people in attendance at the game.
- Exception to the rule
 - Spell out numbers that begin a sentence, title, or text heading
Forty-eight out of 70 people voted for the bylaw.

Use numerals in the following situations

- Decimals: *5.33; 10.25*
- Divisions in books: *Chapter 3; pages 43-90*
- Addresses: *11 Maple Lane*
- Specific dates: *January 23, 2011; the 21st of May*
Note: spelling out dates between one and nine is considered acceptable.

Spell out numbers in the following situations

- Indefinite amounts: *millions of people; over one billion*
- General time periods: *the Sixties; the fifteenth century*
- Common fractions: *one-fifth of the class; a two-thirds majority*
- Universally accepted usage: *the Twelve Apostles; the Five Pillars of Islam*

Either numerals or words can be used in the following situations

- For fractions greater than one, use numerals; if they are less than one, spell them out.
1 ½ and 2 ¾; two-thirds and nine-tenths
- Time of day: *6:00 A.M.; 5:30 P.M.; six o'clock;*

Combinations of numerals and words may be used in the following situation

- Large numbers: *88 hundred; 7 thousand; 203 million; 5 dozens*

Writing Numbers

Writing Numbers in Humanities and Business Letters

Spell out numbers that can be written in one or two words

- *There were **seventy-eight** people at the town hall meeting. My mother has **three** sisters.*
- *She won the election by **five thousand** votes.*
- Exception to the rule
 - Use numerals when grouping a spelled number with one that uses numerals.
Only 78 out of 526 people attended the meeting today.

Use numerals for numbers written in more than two words

- *There will be **125** people working in this department by the end of **2011**.*
- *The building should measure to **23.5** meters in height.*
- Exceptions to the rule
 - Spell out the number that begin a sentence, title, or text heading
***Forty-eight** out of seventy people voted for the bylaw.*
***Three thousand five hundred** students are registered in Arts programs at SMU.*

Use numerals in the following situations

- Decimals: ***5.33**; **10.25***
- Divisions in books: ***Chapter 3**; pages **43-90***
- Addresses: ***11** Maple Lane*
- Specific dates: ***January 23, 2011**; the **21st** of May*
Note: spelling out dates between one and nine is considered acceptable.

Spell out numbers in the following situations

- Indefinite amounts: ***millions** of people; over **one billion***
- General time periods: *the **Sixties**; the **fifteenth** century*
- Common fractions: ***one-fifth** of the class; a **two-thirds** majority*
- Universally accepted usage: *the **Twelve** Apostles; the **Five** Pillars of Islam*

Either numerals or words can be used in the following situations

- For fractions greater than one, use numerals; if they are less than one, spell them out.
1 ½** and **2 ¾**; **two-thirds** and **nine-tenths
- Time of day: ***6:00** A.M.; **5:30** P.M.; **six** o'clock;*

Combinations of numerals and words may be used in the following situation

- Large numbers: ***88** hundred; **7** thousand; **203** million; **5** dozens*