

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.*

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