



# Your Personal Guide for Numbers in Writing

Numbers, you know, those pesky things that occasionally pop up in your writing? What exactly do you do with them? When do you write them out and when do you use numerals? Follow these simple rules, and you will be on your way to number writing success!!!

## I. Writing Numbers using Numerals

A. Always use numerals for the numbers that consist of three words or more.

**Example** *Jared had to drive 328 miles to his grandmother's house.*

B. Always use numerals when the number is used with a symbol.

**Example** *18°22"*

C. Always use numerals for percents, decimals, fractions, or the dollar sign.

**Example** *55%, 3.227, 8/9, \$71*

D. Always use numerals for ID numbers, scores, statistics, page numbers, addresses, dates, and exact time. **Example** *189-52-3364, 76-70, 21 percent, page 81, 315 Badger Ave., April 24, 1:17.*

E. Always use numerals with B.C., A.D., A.M., P.M.

**Example** *1836 A.D., 10:32 A.M.*

F. Make sure you are consistent through out a passage. If the majority of the numbers in a sentence should be numerals, write all numbers as numerals, even if they should normally be written out. \*

**Example** *At the zoo, she saw 125 birds, 136 fish, and 4 very large elephants.*

## II. Writing Numbers Out As Words

A. Always write out numbers that consist of one or two words.

**Example** *Zero to one hundred, six thousand, two trillion*

**\*\*Only numbers from twenty-one to ninety-nine have a hyphen.\*\***

B. Always write out any number that begins the sentence.

**Example** *Six hundred and forty-eight fans watched the game.*

**\*\*\*If the number is extremely long, just rearrange the sentence!\*\*\***

**Original-** *Seven million, one hundred seventy-two thousand and ninety-one people live in London.*

**Revised-** *The total population of London is 7, 172, 091 people.*

