

Numbers

The following are based upon *the Publication Manual of the American Psychological Association* (2010).

Numbers 1-9

APA requires that all numbers between zero to 9 be spelled out:

- One cat
- Two dogs
- Three elephants
- Four kangaroos
- Five ocelots
- Six crabs
- Seven sloths
- Eight pigs
- Nine rabbits

Numbers 10 or Higher

Use numbers (APA calls them figures) to represent numbers greater than 10:

- 10 rhinoceroses
- 111 babies
- 300 lions

Numbers greater than 999

For numbers greater than 999, use a comma (not a period) between thousands:

- 1,111 crows
- 100,000 red balloons
- 1,000,000 people

Exceptions to the rules:

- Use numbers when talking about time (except approximations of time)
 - *Example: I've been studying at VIU for 3 years.*
 - *I've been studying here for about three weeks.*
- Numbers that represent time, points on a scale or sums of money
 - *1 hour 3 minutes, 7/10, \$4.56, etc.*
- Numbers that denote a specific place in a series of numbers

- *Example: Chapter 1, Chapter 6, Chapter 10, etc.*
- Numbers that precede a unit of measure
 - *3 ft, 1 cm, etc.*
- Spell out numbers that might be at the beginning of a title, sentence, or heading
 - *Three little pigs: A story of tragedy and despair*
- Numbers denoting mathematical or statistical processes
 - *Divide by 3, a multiple of 4, etc.*
- Numbers in the abstract of a paper should be in numerals