

Numbers

Use numerals when numbers:	Use words when numbers:
are 10 and above (e.g., 19 years old)	are less than 10
are in a graphical display, such as a table or chart	begin a sentence, title, or heading
are with a unit of measurement (e.g., a 10-mg dose)	are common fractions (e.g., half)
relate to mathematics or statistics (e.g., 46%, divided by 2)	are universally used (e.g., the Five Pillars of Islam)
represent exact time, date, score, points on a scale, or money (e.g., 3:30 p.m., 7-year-olds, \$51.80)	
identify a particular place in a numbered series, including parts of books and tables (e.g., row 6, Chapter 11)	

- Sometimes a combination of words and numerals can be used to improve clarity where a number modifies another number (e.g., 2 two-way intersections)
- Plurals of numbers can be formed by adding *es* or *s* as appropriate (e.g., 1930s, twos and sixes, 20s)

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