

## USING NUMBERS

Writing numbers in an essay or other document can be a complex process. You would not want to write a number arbitrarily (without considering its appearance on the page). Therefore, you should follow a few guidelines which ensure that the number appears clear to the reader and looks great as well.

1) In text, most Arabic Numbers (e.g. 1, 2, 3, 4, 5, and so forth) under the number 99 should be written into words.

EX:

1 should be written as "one."

9 should be written as "nine."

43 should be written as "forty-three."

59 should be written as "fifty-nine." And, so forth....

Note: Make sure that numbers over nineteen (numbers with two words, as in twenty-nine or thirty-two, use dashes/hyphens to keep the two words together).

2) Arabic Numbers over the number 100 should may be written into words or preserved as numbers (including the number 100 itself), unless they appear at the beginning of the sentence. If they appear at the beginning of the sentence, then you must write out the number.

EX:

100 or "one hundred"

234 or "two hundred thirty-four"...

3,236 or "three thousand, two hundred thirty-six."

54,456 or "fifty-four thousand, four hundred fifty-six."

253,476 or "fifty-three thousand, four hundred seventy-six."

1, 530,450 or "one million, five hundred thirty thousand, four hundred fifty."

2,345,465,752 or "two billion, three hundred forty-five million, four hundred sixty-seven thousand, seven hundred fifty-two."

And, so forth.

Note: Numbers when written out should have commas to divide the millions from the thousands, and the thousands from the hundreds place.

You should not separate the tens and the hundreds place with a comma.

3) Numbers with decimals (which are not currency values) are written out always.

EX:

0.83

0.93

1.97

300.78

4) Percentages may be preserved; you may write the word as well (optional).

EX:

1% or one percent

10% or ten percent

20% or twenty percent

31% or thirty-one percent

5) Dollar values (or any monetary values) can be written numerically with their corresponding symbol or you may write the word as well (optional). Preferably, you should write to the nearest cent or lower monetary value.

EX:

\$100.00 or one hundred dollars

\$1,500.00 or one thousand, five hundred dollars

\$2,050.00 or two thousand, fifty dollars

\$43,520.00 dollars or forty-three thousand, five hundred twenty dollars

Note: When writing numbers above one thousand, you must use a comma to denote numbers above the hundred's place (e.g. 1,000 or 10,000 or 100,000).

For smaller denominations of currency (e.g., cents), use AND.

\$13,450.67 should be written:

Thirteen thousand, four hundred fifty dollars and sixty-seven cents

NOTE: It is customary to write the number with the word "dollars" next to it (e.g., 1,400,000 dollars); otherwise, you may use a monetary value symbol next to the number (e.g., \$14,000). Additionally, for clarification, you may write dollars or identify the currency after the number (e.g., \$5,000,000 U.S. Dollars).

6) Dollar values (or any monetary values) or numerical values above one million may be written in half numerical/half word form. You may also write the word as well (optional)

EX:

\$1 million or one million dollars

\$43 million or forty-three million dollars

\$100 million or one hundred million dollars

200 million citizens or two hundred million citizens

900 million citizens or nine hundred million citizens

200 billion people or two hundred billion people

300 billion years ago or three hundred billion years

\$9 trillion dollars or nine trillion dollars

7) Years should always be written in numerical form.

EX:

1969

1984

2010

2081

8) When referring to decades, you may choose a few different methods. Using the number or the word with or without apostrophes.

EX:

The 1950's or The 1950s or The 50's or The '50s or The Fifties

The 1960's or The 1960s or The 60's or The '60s or The Sixties

9) Fractions should be written out, unless they appear at the beginning of the sentence.

EX:

1/3

2/3

6 1/3

However, if a fraction is found at the beginning of the sentence, you must write out the fraction.

EX:

One-third of the people in the audience are cheering.

Five and one-half of the people are having a sandwich today.

10) Numbers used for addresses may be preserved or written out, although some writers tend to use the same rule for regular numbers. That is, street numbers under 99 should be written as words, and numbers above 99 should be written as numbers.

EX:

Shelby lives at 1853 West Shoreline Drive.

Mike bought a house at Sixty-Three Willow Creek Road.

Lisa lives at 53 West 58th Avenue.

The building is located at One Wall Street.