

Basic Number Rules to Follow

1. Spell a number that begins a sentence even when other numbers in the sentence are shown in figures.

Example: Thirty-seven people attended the meeting.

2. Spell out numbers written in one or two words and represent others by numerals (one, thirty-six, ninety-nine, one hundred, fifteen hundred, two thousand, three million, but 2 1/2, 101, 137, 1,275).”.

Example 1: There are six people in the room.

Example 2: There are twenty-six students in my class.

Example 3: They have sold 211 tickets.

3. Use figures to express dates and times.

Example: The meeting will be on August 12 at 3:15 p.m.

4. Use figures to express measures and weights.

Example: The arrow was 2.5 inches from the target.

5. Use figures for a series of fractions, but spell isolated fractions and indefinite numbers.

Example 1: They ran ¼ and ½ mile relays.

Example 2: There were about thirty people at the meeting.

6. Centuries and decades should be spelled out. Use *the eighties* or *the nineteenth century*

7. Use numbers with the appropriate symbols. Use 18% or \$37

8. If you have two numbers next to each other you should write out one of them. Use *seven 13-year-olds*

9. Spell out ordinal numbers. Use *first* not 1st