

A Quick Reference Guide from Writing Support Services

<http://www.cuw.edu/Tools/resources/lrc/writingcenter/grammar.html>

Numbers in Writing

Numbers should be written as words in formal or literary writing. They can be written as numerals in technical or scientific material, journalism, or informal writing.

1. WRITING NUMBERS AS WORDS

A. Write as words numbers that can be written in one or two words: *zero to one hundred, three thousand, eight million*

Only numbers from *twenty-one* to *ninety-nine* are hyphenated.

B. Write as words any number that begins a sentence.

Three hundred sixty-five days make one year.

If the figure is very long, reword so that it does not begin the sentence.

Instead of "*Thirty thousand eight hundred seventy-one is the population of Manitowoc.*" write as "*The population of Manitowoc is 32,871.*"

II. WRITING NUMBERS AS NUMERALS

A. Use numerals for numbers of three or more words: *110, 365, 4,500, 98,473.*

B. Use numerals when reporting measurements along with a symbol: *12", 20?*

C. Use numerals for numbers with decimals, fractions, the percent sign, or the dollar sign: *98.6, 2 1/2, 88%, \$100.*

D. Use numerals for page numbers, ID numbers, scores, statistics, addresses, dates, and exact times: *Page 3 71, 306-42- 7389, 2 7-14, 64 percent, 15928 Hwy 163, July 4, 2:38.*

E. Use numerals with *B. C., A. D., A. M., and P. M.:* *1066 A. D., 8:30 P. M.*

F. Be consistent within a passage. If most numbers in a sentence should be numerals, write as a numeral a number that could otherwise be spelled out: *The zoo houses 1773 mammals, 296 insects, and 85 reptiles.*