7th Edition
Numbers and Statistics Guide

Numbers

see *Publication Manual* Sections 6.32–6.35 for guidelines on using numerals vs. words

- **Use numerals** (1, 2, 3, etc.) for the following:
  - numbers 10 and above; see exceptions in the next section
  - numbers used in statistics (e.g., 2.45, 3 times as many, 2 x 2 design)
  - numbers used with units of measurement (e.g., 7-mg dose, 3-in. increments)
  - times (e.g.,1 hr 34 min), ages (e.g., 2 years old), and dates (e.g., March 6)
  - scores and points on a scale (e.g., score of 6, 5-point Likert scale)
  - exact sums of money (e.g., $10 in compensation)
  - numbers used as numerals (e.g., the numeral 4 on the chart)
  - numbers denoting a place in a numbered series (e.g., Grade 6, Items 2 and 3, Row 4)
  - parts of books (e.g., Chapter 1)
  - table and figure numbers (e.g., Figure 1, Table 2)

- **Use words** (zero, one, two, three, etc.) for the following:
  - numbers zero through nine (e.g., five members); see exceptions in the previous section
  - numbers beginning a sentence, heading, or title (e.g., Sixty participants volunteered for)
  - common fractions (e.g., one half, one fifth, a two-thirds majority)
  - universally accepted phrases (e.g., Twelve Apostles, Five Pillars of Islam)

- **Combine numerals and words** to express back-to-back numerical modifiers (e.g., ten 7-point scales, 2 two-way interactions).

- **Commas in numbers**
  - Use commas between groups of three digits in most figures of 1,000 or more.
  - Do not use commas in page numbers, binary digits, serial numbers, degrees of temperature, degrees of freedom, and acoustic frequencies above 1000.

- **Plurals of numbers**
  - Add "s" or "es" (without an apostrophe) to form plural numerals or words (e.g., fours, sixes, 1950s, *M*s, *p*s).
  - Do not make symbols or measurement abbreviations plural (e.g., 3 cm, not 3 cms).

Decimals

see *Publication Manual* Section 6.36 for guidelines on decimal places

- Put a zero before the decimal point when a number is less than 1 but the statistic can exceed 1.

- Do not use a zero before a decimal when the statistic cannot be greater than 1 (proportion, correlation, level of statistical significance).

- In general:

  - Report means and standard deviations for data measured on integer scales (e.g., surveys and questionnaires) to one decimal.

  - Report other means and standard deviations and correlations, proportions, and inferential statistics (*t*, *F*, chi-square) to two decimals.

  - Report exact *p* values to two or three decimals (e.g., $p = .006$, $p = .03$).

  - However, report *p* values less than .001 as "$p < .001$."

- Keep in mind that these are general guidelines and that the most important consideration when deciding the number of decimal places to use in reporting results is the following: **Round as much as possible while considering prospective use and statistical precision.** See *Publication Manual* Section 6.36 for additional guidelines.

Statistics

see *Publication Manual* Sections 6.40–6.45 for guidelines on reporting statistics

- Do not repeat statistics in both the text and a table or figure.

- In tables and figures, report exact *p* values (e.g., $p = .015$), unless *p* is $< .001$ (instead write as "<.001").

- Put a space before and after a mathematical operator (e.g., minus, plus, greater than, less than). For a negative value, put a space only before the minus sign, not after it (e.g., –8.25).

- Use the symbol or abbreviation for statistics with a mathematical operator (e.g., $M = 7.7$).

- Use the term, not the symbol, for statistics in the text (e.g., "the means were").

- Use italics for letters used as statistical symbols or algebraic variables (e.g., contained 587 *t*-test *p* values; $R^2 = .12$)

- However, use standard (nonitalic) type for Greek letters. See *Publication Manual* Table 6.5 for specific examples.

- Do not define symbols or abbreviations that represent statistics (e.g., *M*, *SD*, *F*, *t*, *df*, *p*, *N*, *n*, *OR*) and abbreviations or symbols composed of Greek letters. See Table 6.5.

- Define other abbreviations (e.g., AIC, ANOVA, BIC, CFA, CI, NFI, RMSEA, SEM). See Table 6.5.