

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, Ms, ps).
  - Do not make symbols or measurement abbreviations plural (e.g., 3 cm, not 3 cms).