

SPELL IT OUT IF...

- Number is zero through ten
- Number is a one word amount
e.g., half, forty, a hundred, three thousand
- Number starts a sentence
- In a title, and title spells it out
e.g., Seven Samurai, Zero Dark Thirty

Grammar:

- Two word digits use a hyphen
e.g., one-tenth, sixty-four
- Vocal spelling uses hyphens
e.g., three-oh-one
- Thousands and millions need commas
e.g., six million, two hundred fifty-two thousand, six hundred and thirty-nine
- Years don't use hundred or thousand
e.g., nineteen eighty-four

DO NOT SPELL IT OUT IF...

- Number is over ten and not one word
- Number is complex
e.g., 67, 348, .4359, 3%
- Number is part of date or year
e.g., January 19, 1991
- Number is part of an address
e.g., 1313 Mockingbird Lane
- Number is part of a name
e.g., Henry VIII
- Number is part of a citation
e.g., pp. 673-690, 3rd Ed.
- In a title, and title does not spell it out
e.g., The 47 Ronin, 12 Angry Men

Grammar:

- Numbers have no internal spaces
- Thousands and millions need commas
e.g., 1,960; 4,389,463
- No commas in years, addresses, or pages
e.g., 1183 CE, 1600 Pennsylvania Ave., p. 1238

When Do You Write Out Numbers In A Paper

Victor M. Corman



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