NUMERALS

Regardless of size, numbers used with abbreviations are set in figures. Figures above one thousand are pointed off by commas unless figures represent dates, serial numbers, page numbers or comparable exceptions.

USE ARABIC NUMERALS—

4.1 For all numbers which express units of standardized measure:

   a. dimensions: 5 by 9 feet
   b. degree of temperature: 5 degrees above zero
   c. time of day: 8 p.m.
   d. age: 4 years old
   e. price: $1.98, $1, 5 cents
   f. amounts in recipes: 2 tablespoons
   g. score: 2–1
   h. street numbers: 1504 Lincoln Way
   i. decimals and percentages: .20 or 20 percent

4.2 For all other numbers above nine.
   Last Saturday, 21 men participated.

4.3 When numbers and fractions are combined, or when numbers below 10 occur in a group with figures above 9 and refer to similar things.

   2½       8½
   There were 46 beans, 27 peas, 8 radishes and 2 onions.

SPELL OUT—

4.4 Numbers below 10. Exceptions listed in Section 4.1.

[12]
4.5 Numbers preceded by *a* or *an*.
   ... a thousand times.

4.6 Round numbers.
   The house is worth fifteen hundred dollars.

4.7 Numbers which begin a sentence.

4.8 Fractions not used in tabulations.
   He pays one-fourth of his income for rent.

4.9 Ordinals except when they refer to a military unit, or military or naval rank.
   Men of the 66th Division
   Ninety-first anniversary
   He placed second in the pole vault.
   Petty officer 1st class

**USE ROMAN NUMERALS—**

4.10 After the name of an individual to indicate a family succession.
   Ladd Hartness II
   Henry VIII

**COMBINE STYLES—**

4.11 Whenever two sets of figures are adjacent in a sentence.
   He owned twelve 60-acre farms.