

## 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.

$2\frac{3}{4}$                    $8\frac{1}{2}$

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

### SPELL OUT—

4.4 Numbers below 10. Exceptions listed in Section 4.1.

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.