**Numbers and APA Style**


**Use Words to express numbers when:**

A. The number is less than 10
B. The number begins a sentence, title, or heading
   a. Thirteen students participated in the study
   b. Nine Uses for Empty Water Bottles in the Classroom (title)
C. Common fractions
   a. One third of the group
   b. A three-fourths majority is needed…
D. Universally accepted usage
   a. Twelve Apostles
   b. Ten Commandments
E. Approximating time (three days ago)
F. They are ordinal numbers
   a. Third grade
   b. First step

**Use numerals to express numbers when:**

A. The number is 10 or more
B. Numbers that precede a unit of measurement
   a. 6 cm
   b. 5 kg
C. Numbers used in a graph or chart
D. Numbers used in mathematical functions and percentages
   a. 3 %
   b. 4th percentile
E. To express time, ages, dates, exact sums of money, scores, and points on a scale
   a. 10:00 p.m.
   b. 8-year-olds
   c. 2 hr 25 min
F. To indicate a specific grade, chapter, or other place in a numbered series
   a. Grade 10
   b. Table 2
   c. Chapter 5

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