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Formal writing rules for numbers chart pdf template

It is important for writers to recognize and to understand how to express numbers in formal writing, and to be able to determine when to write out numbers into words and when to use figures or numerical digits. Although the leading guides, The Chicago Manual of Style and The Associated Press Stylebook, offer differing approaches when it comes to American English grammar rules, as long as writers are consistent within their own writing, the expression of numbers in formal writing can be varied. Keep in mind that with each varying discipline, the number expression can also follow different rules. Below are helpful rules for most writers to follow when engaged in formal writing. Numbers Smaller Than Ten Spell out smaller numbers such as whole numbers that are smaller than ten. Especially in formal writing, it is important to spell out the numbers, otherwise it looks too informal. One-Word Numbers vs. Two-Word Numbers Although there is no consensus on the application of this rule, here is a good rule of thumb to follow. For any one-word number, such as thirteen or thirty, it should be spelled or written out. For any two-word number, such as 36 or 42, the number should be expressed in figures. Hyphenated Numbers and Fractions For compound or two-word numbers, use a hyphen for numbers twenty-one through ninety-nine. For example, "thirty-four students attended the club meeting" rather than "34 students attended the club meeting." Hyphenate all fractions that are spelled out. For example, "My sister ate three-fourths of the pie." Time Periods When referencing time such as decades or centuries, these figures should be spelled out and they should not be capitalized. Use seventeenth century and the seventies, rather than 17th and 70s, respectively. Never Start a Sentence With a Numerical Figure If a writer begins a sentence with a number, then the number must be spelled out. For example, "Fourscore and seven years ago" should not be written as "4 score and 7 years ago." If a sentence includes a larger number within the sentence, it can be written as digits. For example, "There were 50,000 fans who attended the concert." Recipes and Percentages For informal and daily writing, writers can use numerical digits to refer to percentages such as "15% of the students" and recipes such as "Add 3 cups of sugar." For formal writing, percentages should be spelled out, such as "15 percent of teachers." Neighboring Numbers If the writing includes two numbers that are next to one another, spell out the number that has the least amount of letters when spelled out. It is confusing to readers if there are too many numbers written next to each other; therefore, write one of the numbers as a digit and the other spelled out. For example, write "four 18-year-olds" rather than "4 18-year-olds." Ordinal numbers An ordinal number is a number that defines an object or a thing's position in a series such as "first," "second," or "third." When using ordinal numbers, spell out the number. Write "The baseball player made it to second base" rather than "The baseball player made it to 2nd base." Time When using time markers such as midnight or noon, do not write out the number such as 12:00AM and 12:00PM. When writing about a time of day, write the numerical digits, such as 5:30p.m. or 1:30 sharp. AM and PM can also be written as A.M and P.M or a.m. and p.m. Some writers choose to place a space between the time and AM or PM (7 AM, 4:15 P.M., 3:30 p.m.) while others choose not to leave a space (7AM, 4:15P.M., 3:30p.m.). When composing a formal piece of writing, consider now how you might express the use of numbers. Spell out numbers that begin a sentence: Twenty-seven students received the Gold Axe Award. Spell out numbers used in a casual sense: "I told you a hundred times to stop biting your nails." Use numerals for numbers 10 and greater and spell out numbers one through nine, with these exceptions: addresses: 3 Knoles Dr. ages, for people and objects: 2-year-old boy, 1-year-old book credit hours: 9 credits of required courses dates: January 8 dimensions: 5 feet high, 4-by-9 inches highways: Route 5 millions, billions: 6 million students money: 5 cents, \$7 percent: 5 percent (running text), 5% (scientific text or tabular material) temperatures: 9 degrees times: 9 a.m. A note on statistics on the NAU21 web theme: Please don't use statistics outside of stats blocks. Statistics can and often do change every year and thus would be best served dynamically through the content repository. By keeping statistics in their stats blocks, we can maintain accuracy. Check the repository or source a stat for yourself and format it correctly. In running text, write dates and times in chronological order beginning with the hour. Examples 6 p.m., June 6, 2018 Days of the month When writing days of the month, do not use th, nd, or st. Examples Incorrect: May 15th, June 21st, July 22nd Correct: May 15, June 21, July 22 Punctuation Use a comma following the day and year in a complete date, but omit the comma when citing only the month and year. Examples The concert took place on Tuesday, January 23, 2017, at Ardrey Auditorium. We saw the beginning of a great ski season in November 2018. Fractions Spell out and hyphenate fractions: four-fifths, three-fourths. Multiple numbers in a sentence If a sentence includes multiple numbers that apply to the same thing or category, and if one of the numbers requires a numeral (10 or greater), use numerals for all the quantities of that category. Examples Candidates for the faculty senate include 7 engineering and science professors, 6 arts and letters professors, 11 education professors, and 15 professors from three other colleges. (Spell out three because it identifies number of colleges, not number of faculty.) Ordinals Spell out ordinals first through ninth used to indicate time or place. Superscripts Use superscripts when possible for print and digital materials using numerical ordinals. Example: The 20th century saw remarkable progress in technology and medicine. Do not include subscripts or superscripts for dates. See dates for more information. Examples He ranked third out of 300 applicants. The 20th century saw remarkable progress in technology and medicine. Percent In running text, spell out the word percent with the numeral. Use the percent sign (%) in scientific, technical, or statistical copy or when appropriate to the design. Examples Professor Small found that 63 percent of the student enrollment is female. Water temperatures have increased 17%-22% in coastal zones. Room numbers Room numbers should follow the name of the building. Do not capitalize room in running text. Capitalize room when it is part of a stacked address. In instances of print and copy, it is not useful to include building numbers. For a complete list of NAU buildings see the reference page. Examples The history department office is located in Liberal Arts 219. The meeting will be held in Adel Mathematics, room 150. Cline Library, Room 201 1001 S. Knoles Dr. Telephone numbers Punctuation Do not use parentheses for area codes. Phone numbers should only include dashes. Examples 928-555-5555 Contact blocks For full contact block formatting, reference the addresses page. Years: Decades and centuries Running text In running text, it is preferable to spell out the decade or use the full numeric decade. Do not use an 's in numeric decades. Examples the nineties the 1990s (not 1990's) Abbreviations Use the abbreviated numeric decade format only in informal copy or in lists where space is limited. Do not use an abbreviated format if it creates any confusion about the century. Examples the '80s Inclusive years Unless referring to century changes, inclusive years should be styled with only the last two digits of the second number. Examples 1999-2000 2001-02 1 The rules regarding numbers in writing vary among academic disciplines. The conventions within engineering, for example, may differ from those within economics. In this article, we present 10 rules or guidelines to spell out numbers. Note that these rules are appropriate within the context of formal writing. Rule #1 Spell out numbers from one to nine for both ordinal (first, third, tenth, etc.) and cardinal numbers (1, 3, 10, etc). Example 1 Avoid: He served 9 years in prison following his 1954 break. Use: He served nine years in prison following his 1954 break. Example 2 Avoid: If shadowing were a factor, it would have affected the 7th and 8th stages. Use: If shadowing were a factor, it would have affected the seventh and eighth stages. Rule #2 Spell out any number that begins a sentence. Example Avoid: 1000's of Human Genes are MicroRNA Targets. Use: Thousands of Human Genes are MicroRNA Targets. Rule #3 Use a combination of figures and words for numbers when such a combination will keep your writing clear. For example, spell out any number that precedes another number expressed in numerals. Example Avoid: The difference from baseline stimulus sensitivity scores for each condition during the 3 20-min periods following baseline. Use: The difference from baseline stimulus sensitivity scores for each condition during the three 20-min periods following baseline. Rule #4 Spell out indefinite numbers and amounts, including large approximations. Example Avoid: Our survey indicates that 560 villages are arsenic-affected and more than 1,000,000 people are drinking arsenic contaminated water Use: Our survey indicates that 560 villages are arsenic-affected and more than a million people are drinking arsenic contaminated water Rule #5 Spell out fractions that are less than one, but use numerals when the wording becomes awkward. That is, spell out common fractions like one-fifth, two-thirds, etc. Example 1 Avoid: Morson estimated that up to 2/3 of all colorectal carcinomas arise from adenomatous polyps. Use: Morson estimated that up to two-thirds of all colorectal carcinomas arise from adenomatous polyps. Example 2 Avoid: The real price of cigarettes rose by three seven-eighths between 1980 and 2001. Use: The real price of cigarettes rose by 3 7/8 between 1980 and 2001. We hope these rules were helpful and easy to understand. Check out our next post for the remaining 5 rules! Manuscript preparation guidelines Enago Academy, the knowledge arm of Enago, offers comprehensive and up-to-date resources on academic research and scholarly publishing to all levels of scholarly professionals: students, researchers, editors, publishers, and academic societies. It is also a popular platform for networking, allowing researchers to learn, share, and discuss their experiences within their network and community. The team, which comprises subject matter experts, academicians, trainers, and technical project managers, are passionate about helping researchers at all levels establish a successful career, both within and outside academia. Researchers Poll

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