

NUMBER KNOW-HOW

A QUICK GUIDE TO USING NUMBERS IN ACADEMIC WRITING (APA7)

The Basics

use the word:

for numbers one through nine
Ex: five participants

for the beginning of a sentence
Ex: Thirty people were...

use the number:

for numbers 10 and above
Example: 25 participants

for stats and math
Ex: 5 times as many, a 31:1 ratio

Level Up

use the word:

for common fractions
Ex: two-thirds cups of sugar

for common titles
Ex: Twelve Apostles

use the number:

for preceding a unit of measurement
Ex: a 7-cm ruler

for times, dates, ages, and scores
Ex: 12:30, 8 decades, 5 years old, scored 9 points

Master Level

use the word:

before a noun if the number is smaller than 10
Ex: the first chapter

use the number:

before a noun if the number is 10 or greater
Ex: the 12th chapter

after a noun
Ex: Question 2, Grade 8



Pro Status

use the word:

for ordinal "order" numbers less than 10
Ex: Second, Third, Fourth

For cardinal "how many" numbers less than 10
Ex: one group, two grades

use the number:

for ordinal "order" numbers 10 and greater
Ex: 10th place, 11th grade

For cardinal "how many" numbers 10 and greater
Ex: 12 games, 24 trials

Elite

combining numerals and words:

to represent back-to-back numerical values:
Ex: 3 one-on-one interviews, ten 5-question surveys

Need Help? Get an Editor!

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