Numerals
1. Spell out the number—no matter how large—when they begin sentences. The exception to this rule is when the sentence begins with a year. However, avoid beginning any sentence with a number.

2. Use figures for all numbers above nine; spell out all numbers nine and under.
   - Nine out of 12 students

3. Use figures for ordinal numbers above ninth; spell out ordinals under 10th.
   - She finished ninth in the first race and 27th in the second race.

4. Use a mixture of words and numbers when discussing millions, billions, and trillions.
   - 21 million

5. Avoid unnecessary ciphers.
   - $1, not $1.00

6. Avoid using Roman numerals except when they are part of a title or a name.
   - World War I
   - King Henry VIII

7. Insert commas with four or more figures, except in years.
   - In 1990, shoppers bought 1,576 skateboards.

8. Use figures and spell out inches, feet, yards, etc. However, use apostrophes (5’6”’) to indicate inches and feet in technical contexts.
   - He is 5 feet 6 inches tall.

9. Spell out degrees when referring to temperature rather than using the symbol.
   - 49 degrees

10. Fractions standing alone are spelled out.
    - One-fourth of the students