

**APSU Writing Center**  
Numerals

**Beginning Sentences with Numbers**

Spell out any number when it begins a sentence.

- **Exception:** Years may appear at the beginning of a sentence in numeral form.

**When to Use Words vs. Numerals**

- Spell out numbers from zero to nine,
  - **Examples:** zero, one, two, three, four, five, six, seven, eight, and nine.
  - **Example:** There were five participants in the study.
- Use numerals for 10 and above.
  - **Examples:** 10, 11, 12, 13, and so forth.
  - **Example:** The results indicated that 12 out of 15 participants showed improvement.

**Ordinal Numbers**

- Spell out first through ninth.
  - **Examples:** first, second, third, fourth, fifth, sixth, seventh, eighth, and ninth.
  - **Example:** The ninth century marked a significant period of transition.
- Use numerals for 10th and above.
  - **Examples:** 10th, 11th, 12th, and so forth.
  - **Example:** In the 10th century, feudalism became more prevalent across Europe.

**Millions, Billions, and Trillions**

- Use numerals with the words million, billion, or trillion.
  - **Example:** The population of the city reached 2 million by 2020.
  - **Example:** The company reported revenues of \$5.8 billion last quarter.

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**Roman Numerals**

- Use Roman numerals for major divisions.
  - **Example:** Chapter I, Chapter II, Chapter III
  - **Example:** Section I, Section II, Section III
  - **Example:** Part I, Part II, Part III
- For tables, figures, and illustrations.
  - **Example:** Table I, Table II, Table III.
  - **Example:** Figure I, Figure II, Figure III
  - **Example:** Illustration I, Illustration II, Illustration III
- For appendices.
  - **Example:** Appendix I, Appendix II, Appendix III
- For outlines.
  - **Example:** I. Introduction
  - **Example:** II. Literature Review
  - **Example:** III. Methodology
  - **Example:** IV. Results
  - **Example:** V. Discussion
  - **Example:** VI. Conclusion

**Temperature**

- Spell out the word “degrees”.
  - **Example:** The temperature outside is thirty-two degrees Fahrenheit.
  - **Example:** The water temperature in the pool is seventy degrees Fahrenheit.

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**Measurements**

- Spell out inches, feet, and yards in running text.
  - **Example:** The length of the room is six feet.
  - **Example:** She walked a distance of twenty yards.
- Use apostrophes for technical measurements.
  - **Example:** The dimensions of the box are 3' x 2' x 1'.
  - **Example:** He is approximately 5'10" tall.

**Year, Time, and Dates**

- Use numerals for years, clock times, and calendar dates.
  - **Example:** The study was conducted in 2025.
  - **Example:** The meeting is scheduled for 8:30 a.m.

**Common Fractions**

- Spell out common fractions in narrative or formal text.
  - **Example:** Two-thirds of the participants completed the survey.

**Complex Fractions**

- Use numerals for fractions that are more technical or appear in mathematical/scientific contexts.
  - **Example:** "The experiment required mixing  $\frac{3}{4}$  of the solution with water."

**Angles**

- Use numerals with the degree symbol ( $^{\circ}$ )
  - **Example:** The angle of inclination is  $45^{\circ}$ .
  - **Example:** The triangle has three angles measuring  $90^{\circ}$ ,  $45^{\circ}$ , and  $45^{\circ}$ .