

## Numerals

### APSU Writing Center Handout

#### 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.

## **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.

## 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  $45^{\circ}$ .