

## Using Numbers in an APA Document

Use figures to express

- All numbers 10 and above
- All numbers below 10 that are grouped for comparison with numbers 10 and above (and that appear in the same paragraph)
- Numbers that immediately precede a unit of measurement
- Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles
- Numbers that represent time; ages; sample, subsample, or population size; specific numbers of subjects or participants in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals;
- Numbers that denote a specific place in a numbered series, parts of books or tables, and each number in a list of four or more numbers
- All numbers in the abstract of a paper.

Use words to express

- Numbers below 10 that do not represent precise measurements and that are group for comparison with numbers below 10
- The numbers zero and one when the words would be easier to comprehend than the figures or when the words do not appear in context with numbers 10 and above
- Any number that begins a sentence, title, or text heading
- Common fractions
- Universally accepted usage

Use a combination of figures and words to express

- Rounded large numbers (starting with millions) ex: almost 3 million
- Back to back modifiers ex: twenty 6-year-olds

## Using Tables in an APA Document