

Numbers and APA Style

See the *Publication Manual of the American Psychological Association* (7th ed.) for more information on using numbers in APA Style.

For additional support refer to the Purdue Owl website:

https://owl.purdue.edu/owl/purdue_owl.html

Use Words to express numbers when:

- A. The number is between 0 and 9
- B. The number begins a sentence, title, or heading
 - a. Thirteen students participated in the study
 - b. Nine Uses for Empty Water Bottles in the Classroom (title)
- C. Common fractions
 - a. One third of the group
 - b. A three-fourths majority is needed...
- D. Universally accepted usage
 - a. Twelve Apostles
 - b. Ten Commandments
- E. Approximating time (three days ago)
- F. They are ordinal numbers
 - a. Third grade
 - b. First step
- G. The number begins the sentence



Use numerals to express numbers when:

- A. The number is 10 or more
- B. Numbers that precede a unit of measurement
 - a. 6 cm
 - b. 5 kg
- C. Numbers used in a graph or chart
- D. Numbers used in mathematical functions and percentages
 - a. 3 %
 - b. 4th percentile
- E. To express time, ages, dates, exact sums of money, scores, and points on a scale
 - a. 10:00 p.m.
 - b. 8-year-olds
 - c. 2 hr 25 min
- F. To indicate a specific grade, chapter, or other place in a numbered series
 - a. Grade 10
 - b. Table 2
 - c. Chapter 5



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Information was obtained from the American Psychological Association.

American Psychological Association. (n.d.). *Bias-free language*. American Psychological Association. Retrieved October 14, 2021, from <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>.

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