

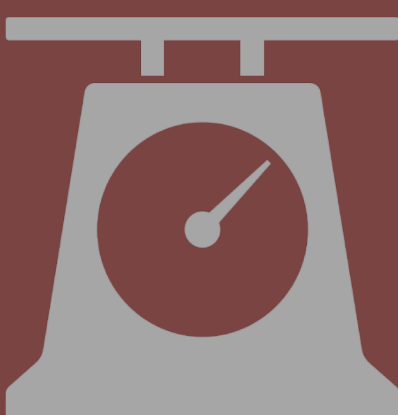

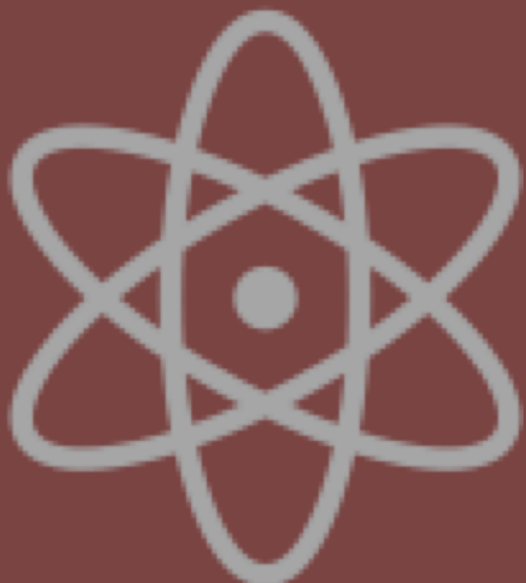




# Writing with Numbers

## Chicago Manual of Style General Rule\*:

Zero – one hundred = written  
101+ = numerals

\*Many publications choose to follow the alternative general rule: zero – nine = written; 10+ = numerals. Check the publisher’s preference.

<div>percentages</div> <div></div> <div>For scientific and statistical contexts: 1%    75%    63%</div> <div>Written with the word percent for non-technical contexts: one percent seventy-five percent sixty-three percent</div>	<div>fractions</div> <div></div> <div>Uncommon fractions use numerals: 1/77    7/30    8/11</div> <div>Common fractions are written: a half two-thirds three-quarters</div>	<div>measurements</div> <div></div> <div>If the measurement is written out, follow the general rule: six miles, 110 kilograms, nine centimeters</div> <div>If the measurement is abbreviated use numerals: 6 mi, 110 kg, 9 cm</div>	<div>dates</div> <div></div> <div>Month day, year April 6, 1990</div> <div>Decades 1990s, '90s, the nineties</div> <div>Follow the general rule for centuries: the twenty-first century</div>
<div>very small numbers</div> <div></div> <div>Use scientific notation: 422 x 10^-7</div> <div>Or use prefixes: micro-, nano-, pico-, etc.</div>	<div>large numbers</div> <div></div> <div>Numeral    +    million billion trillion</div> <div>5.3 million 7 billion 1 trillion</div>	<div>very large numbers</div> <div></div> <div>Use scientific notation: 83 x 10^15</div> <div>Or use prefixes: mega-, giga-, tera-, etc.</div>	

except

Do not start a sentence with a numeral. Spell out the number or reword the sentence to start with a different word. (E.g., 472 soldiers came to the memorial → Four-hundred seventy-two soldiers came to the memorial → The memorial welcomed 472 soldiers.)

When the general rule gives you a combination of numbers in numerals and written out numbers within the same phrase, change them all to numerals. (E.g., there were four to 13 variables → there were 4 to 13 variables.)

If a chunk of text has many written numbers or a combination of both forms in a small space, to facilitate reading, opt to change them to numerals despite the general rule.

## Other Number Tips

### Ordinals (first, second, third, etc.)

Follow the general rule for writing out or using numerals.

Do not use as a day when the month is also mentioned.  
May 25<sup>th</sup>, 2004 → May 25, 2004

For military units, follow the general rule.  
The Twenty-eighth Brigade  
The Second Armored Brigade Combat Team

Letters in ordinals (-st, -nd, -rd)  
are not superscripts.



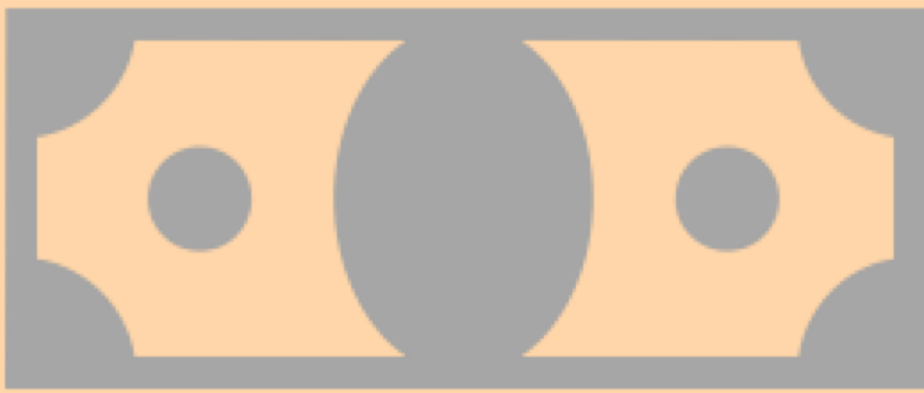
### Add “s” for plural

Add an “s” to a numeral, or “es” or “s”  
to the written out form.

twos, sixes, sixties, 300s, the 1980s

#s

### Currency



Write out the long-hand name of uncommonly known currencies  
at first use, and then use the abbreviation for that currency.

three hundred Canadian dollars = C\$300 *or* Can\$300  
\$749 New Zealand dollars = NZ\$749  
\$15.69 Australian dollars = A\$15.69  
ninety-eight Mexican pesos = Mex\$98

50 euros = €50 (EUR 50)  
332 yen = ¥332 (JPY 332)  
55.5 bitcoins = BTC 55.5 (XBT 55.5)  
100 yuan renminbi (100 yuan) = ¥100 *or* RMB 100 (CNY 100)

### Source:

University of Chicago Press. The Chicago Manual of Style. Chicago, IL: University of Chicago Press, 2017.

