

# NUMBER KNOW-HOW

A QUICK GUIDE TO USING NUMBERS IN ACADEMIC WRITING (APA7)

## The Basics

### use the word:

for numbers one through nine  
Ex: five participants

for the beginning of a sentence  
Ex: Thirty people were...

### use the number:

for numbers 10 and above  
Example: 25 participants

for stats and math  
Ex: 5 times as many, a 31:1 ratio

## Level Up

### use the word:

for common fractions  
Ex: two-thirds cups of sugar

for common titles  
Ex: Twelve Apostles

### use the number:

for preceding a unit of measurement  
Ex: a 7-cm ruler

for times, dates, ages, and scores  
Ex: 12:30, 8 decades, 5 years old, scored 9 points

## Master Level

### use the word:

before a noun if the number is smaller than 10  
Ex: the first chapter

### use the number:

before a noun if the number is 10 or greater  
Ex: the 12th chapter

after a noun  
Ex: Question 2, Grade 8



## Pro Status

### use the word:

for ordinal "order" numbers less than 10  
Ex: Second, Third, Fourth

For cardinal "how many" numbers less than 10  
Ex: one group, two grades

### use the number:

for ordinal "order" numbers 10 and greater  
Ex: 10th place, 11th grade

For cardinal "how many" numbers 10 and greater  
Ex: 12 games, 24 trials

## Elite

### combining numerals and words:

to represent back-to-back numerical values:  
Ex: 3 one-on-one interviews, ten 5-question surveys

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