AP STYLE Numerals – Part 1

Grade 9-12 Newspaper
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AP STYLE Numerals – Part 1

NUMBERS

FRACTIONS, DECIMALS, PERCENT

AGE

MONEY
**AP STYLE: Numerals**

**NUMBERS**

10, 11, 12, 13

Use Numerals for 10 and up

1 million, 30 billion

Spell out the larger part of the number (e.g. million)

One, Two, Three

Spell out one through nine

5,300

Use COMMAS for large numerals, e.g. 5,234
While Jessica only has two sisters, on Twitter she has 1,256 admirers.

At the Charity Road Race Christina came in 10th place, while Ricardo came in fifth.
AP STYLE: Numerals

EXCEPTION → Beginning of Sentence

Twenty Thousand protestors . . .
Ten Million people. . .

NEVER START a sentence with a numeral
AP STYLE: Numerals

Fractions, Decimals, Percentage
**AP STYLE: Numerals**

**FRACTIONS, DECIMALS**

One-third, Two-fourths

0.48  0.77  Spell out with **hyphen** if CLEAN FRACTION is **less than 1**

1.5  3.75  Use **numerals** for CLEAN FRACTIONS **greater than 1**

Use **numerals** & add 0. before for NON-CLEAN FRACTIONS **less than 1**
AP STYLE: Numerals

**PERCENT**

0.3 percent
5 percent
10 percent

NEVER USE sign %
Always spell it out percent
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AGE
Use **NUMERALS** for ages

*Her baby is only 3 months old.*
But **SPELL IT OUT** if . . .

at the beginning of the sentence

*Three months old, her baby would not stop crying.*
AP STYLE: Numerals

AGE

Use a **HYPHEN** when age is used as a noun or compound adjective.

The *18-year-old* was arrested three times last month.

The world record was broken by *6-year-old* James.
AP STYLE: Numerals

MONEY
**AP STYLE: Numerals**

**MONEY**

Use $ + Numeral

Her jacket costs $5.

Her jacket costs **five dollars**.

Her jacket costs $5.00.

Do not add decimal (.00) unless necessary.
AP STYLE: Numerals

MONEY

$3,200,000 ➞ $3.2 million

$4,432,234, 591 ➞ roughly $4.4 billion

Approximate (to a clean number)
AP STYLE: Numerals

EXCEPTION → Beginning of Sentence

NEVER START a sentence with a numeral

THE EXCEPTION TO THE EXCEPTION:

$5 was the cost for parking.

MONEY