



# How to write numbers and percentages following APA guidelines

Johnathan A. Reece

Interamerican University-Aguadilla Campus

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# General Rule

- Numbers 0-9 should be written as words

<b>Zero</b>	<b>One</b>	<b>Two</b>
Three	Four	Five
Six	Seven	Eight
<b>Nine</b>	<b>10</b>	<b>11</b>



# Are there any exceptions to this rule?

- ▶ If writing a precise measurement then the number is written followed by the unit of measurement
  - ▶ **Five samples** were taken randomly
  - ▶ **Three ounces** were removed for studying
- ▶ When starting a sentence write the word and NOT the number EXCEPT if it is a date
  - ▶ **2012** was the beginning of the case study
  - ▶ **One-hundred and seventy five** students participated in the case study

# Exceptions to the rules...continued

- ▶ Fractions should be written (spelled) out
  - ▶ **One-half** instead of  $\frac{1}{2}$  or 50%
- ▶ For percentages; numerals should be used with the symbol for %; **UNLESS** beginning a sentence where both the number and word percent (percentage should be used)
  - ▶ **Eighty-seven percent** of the candidates graduates last year.
  - ▶ According to the survey given, **87%** of the individuals responded.

# Statistical Analysis and Large Numbers

- ▶ A period is always used as a decimal point and a comma should be used on any number greater than 999 (1,000 or more).
- ▶ Number greater than ONE MILLION (1,000,000.00) should be written as a number AND as a word
  - ▶ 5 million dollars
  - ▶ 10 billion will be completed by 2025
- ▶ Numbers should only be written two places after a decimal
  - ▶  $P < .05$
  - ▶ SD 3.65



# Closing Remarks



- ▶ Remember that your professor is always the ultimate authority in his/her course.
- ▶ The professor may choose to modify or not use the rules altogether so please remember this.

# Contact Information

- ▶ Johnathan Reece
- ▶ 787- 891- 0925 ext. 2402
- ▶ [jreece@Aguadilla.inter.edu](mailto:jreece@Aguadilla.inter.edu)