

Number Rules

1. Write out a number that begins a sentence even when other numbers in the sentence are shown in figures.

Examples:

Twenty-seven people attended the meeting that was held two days late.
Three members of the Chamber of Commerce were absent; 20 attended.

2. Use numbers for numbers above ten (10), and for numbers one (1) to ten (10) when they are used with numbers above ten (10).

Examples:

Jimmy went to the store for 12 eggs, 3 gallons of milk and 15 hot dogs.
We asked Jimmy to bring along three balls, five bats, and three baseball mitts.

3. Use numbers to express dates and times, except when using o'clock, then spell out.

Examples:

We asked them to be ready at 3:15 p.m. on June 25.
Our teacher expected the final copy of our report on 6/26/01.

4. Use numbers for house numbers except house number One (1).

Examples:

My friend Mary lives at One Golden Hill Street in San Francisco.
Our old address was 13 East Main Street in Cleveland, Ohio.
The address of my father's office is 3210 South 700 East in Salt Lake City.

5. Use numbers to express measures and weights.

Examples:

My baby brother weighed 7 lbs. 9 ozs. at birth.
Mother sent us to the store to purchase 3 pounds of tomatoes to make spaghetti sauce. Bill has grown so rapidly that he now measures 6 ft. 2 in. tall.

6. Use numbers for numbers following nouns. (Remember capitalization Rules)

Examples:

In our history book, there is a story about the Civil War on page 56.
Our class meets in Room 1301 each day.
You will find the answer to Question 5 on page 77, line 25.

7. Write out (capitalized) names of small-numbered streets and avenues (ten and under).

Examples:

We went to the theater on First Avenue and 20th Street in New York City.
My grandfather just bought a new home on Tenth Avenue.
The new hospital is being built on 23rd Street and 15th Avenue.

8. Use numbers for a series of fractions, but spell isolated fractions and indefinite numbers. (Indefinite numbers use about, almost, close to, etc.)

Examples:

Carl has 114 shares of interest in Parcel A, V, in B, and 2/3 in C.
Nearly five hundred people attended the convention; that is almost three fourths.
There were 235 copies of the latest edition of the magazine delivered to the university.