APA Style Rules for Numbers

Because APA style is used by clinical and scientific disciplines, documents in this style often include many numbers, percentages, and statistics. Therefore, APA has specific rules governing the use of numbers.

- Write out numbers under 10.
- Use numerals (14, 233) to express numbers 10 and above.
- Use numerals to express numbers under 10 that are grouped for comparison with numbers 10 and above: The results showed that 2 out of 20 recipients disagreed with the proposal.
- Use numerals and the percentage sign to represent percentages: A significant majority, 62%, said they would support the fundraising campaign.
  - EXCEPTION: Use the word “percentage” when a number is not given: Researchers determined the percentage of rats...
- Numbers that represent dates, ages, and money are represented numerically: on March 2, 2014; a 2-year-old child; pay of $25 each.
- Common fractions are written out: One fifth of the respondents...
- Regardless of the rules above, numbers that begin sentences must be written out. However, APA asks writers to AVOID beginning sentences with number.

For further information on style rules, check the latest edition of the APA handbook. (In the 6th edition, this is sections 4.31-4.38.)