

Numbers above 999

Normal departmental practice is to use commas in all numbers of four digits or more—34,000 rather than 34 000—except in tables, where the space is used, if required, to maintain alignment.

Very large numbers

Substitute a word for large numbers:

- \$6 million
- 2.5 billion people

Percentages

In text, use the word “percent” rather than the symbol unless you are dealing with a relatively informal publication or with text that contains many statistical references. Always use a numeral for the number, even if it is under 10.

3 percent; 30.5 percent

When the percent symbol (%) is used (in tables, etc.), do not put a space between the number and the symbol.

Miscellaneous points on numbers

Do not begin a sentence with a numeral; spell out the number, reword the sentence or end the preceding sentence with a semicolon.

Fractions

Hyphenate fractions when they are used as adjectives, but not when they are used as nouns.

Smith won by a two-thirds majority. Two thirds voted for Smith.

Numbers with “-fold”

Numbers with “-fold” are solid with the base word (no hyphen), except those over nine.

threefold; ninefold; 10-fold; 25-fold

Solidus (/)