

## 3 Numbers, units, dates and money

### 3.1 Numbers

#### General rule

Use words for numbers one through nine and numerals for larger numbers.

nine countries; 10 parts; 125 representatives

**Note:** You can make sure a number does not get separated from the word it modifies by using a hard space (CTRL + space bar in WordPerfect) between them.

#### Exceptions

- For a date, an expression of time, a page number, a percentage or a decimal quantity.

January 7, 2004; 8:05 a.m.; page 4; 7 percent; 3.6 g

In a series containing some numbers of 10 or more, and some less than 10, use numerals for all. (In the example below, "six" is not part of the series.)

The 7 apple trees, 11 peach trees and 20 plum trees were given six applications of fertilizer.

Use a word, and not a numeral, when a number is being used figuratively.

We must have received a thousand requests for information.

#### Ordinal numbers

Treat ordinal numbers as you would cardinal numbers.

third; ninth; 10th; 32nd; 51st

Note that departmental publications generally do not use raised, or superscript, font in numbers: use 10th, not 10<sup>th</sup>; 32nd, not 32<sup>nd</sup>; and 51st, not 51<sup>st</sup>. Also, don't use "th" or "nd" in dates.