Guide to Numbers in APA Style

The presentation of numbers should be consistent throughout the whole paper (6.32-6.39).

Numbers: Numerals vs. Words

Use Numerals for:

Rule:	*Example*:
Numbers 10 and above	The sample included 12 participants.
Preceding a unit of measurement	The median height was about 2 meters.
Math functions	The following formula was used: $y = 4x + 12$
Denoting date, time, age, exact sums of money, scores and points on a scale	The group of 8-year-old children waited for 32 minutes; the children were then given $4 each.
Numbers grouped for comparison	Only 7 of the 12 participants completed the task.
Numbers denoting a specific place in a series, book, or table	See figure on the top of page 179 for full examples.
Represent functions, fractional/decimal quantities, percentages, ratios, and percentiles	Multiplied by 5, ratio of 16:1, 3 times as many, more than 5%, 5th percentile
A number after a noun	Grade 4 compared with fourth grade

Spell out the Word for:

Rule:	*Example*:
Numbers below 10	Only eight students completed the survey.
Any number that begins a sentence	Sixty-three students were surveyed.
Common fractions	About three-fifths of students enjoy writing.
Commonly accepted language	The Five Pillars of Islam, Twelve Apostles

Additional Rules

Rule:	*Example*:
Round to two decimal places unless looking for specific differences. Report exact *p* values unless the value is less than .001 ($p < .001$)	$F(1, 27) = 0.57$ $p = .031$
Use a zero before the decimal point in numbers that are less than 1 when the statistic cannot exceed 1.	Cohen's $d = 0.70$ or 0.48 cm $r(24) = -.43$ or $p = .028$
In a range of numbers, use the en dash (-) only for inclusive numbers.	Information regarding psychotherapy can be found on pages 1, 3, and 5-7.
Use roman numerals with appropriate established terminology.	The analysis was prone to Type II error.
Do not use periods after mathematical/statistical symbols, except at the end of a sentence.	The results were statistically significant $F(1,50) = 15.42$, $p = .03$ with a mean difference of 37%.

For more examples and specific guidelines, consult the *APA Publication Manual*, 7th ed. (sections 6.32-6.39).

Last Edited February 2020 by Zack Cusworth