



School of Liberal Arts

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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. APA has, therefore, specific rules governing the use of numbers and figures

- Spell out numbers under 10.
- Use figures (14, 233) to express numbers 10 and above.
- Use figures to express numbers under 10 that are grouped for comparison with figures 10 and above: *The results showed that 2 out of 20 recipients disagreed with the proposal.*
- Use figures 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...*
- Dates, ages, and money are represented by figures:
 - *2 weeks ago*
 - *She was a 2-year old.*
 - *The workers were paid \$5 each.*
- Common fractions are written out: *One fifth of the respondents...*
- Regardless of the rules above, numbers that begin sentences must be written out, but APA asks you to AVOID beginning sentences with numbers.

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