Writing with Numbers

APA General Rule:

Zero – nine = written
10+ = numerals

percentages

% 
Use the numeral and % symbol:
1% 79% 63%

fractions

Uncommon fractions use numerals:
1/77 7/30 8/11
Common fractions are written:
a half two thirds three quarters

measurements

When using a number, abbreviate the unit of measurement and use numerals:
6 mi, 110 kg, 9 cm
Include metric equivalents for nonmetric units in parentheses:
6 mi (9.6 km)

dates

Month day, year
April 6, 1990
Decades
1990s, ‘90s, the nineties
Follow the general rule for centuries:
the 21st century

very small numbers

Use scientific notation:
422 x 10^-7
Or use prefixes:
micro-, nano-, pico-, etc.

large numbers

Numeral +

<table>
<thead>
<tr>
<th>Million</th>
<th>Billion</th>
<th>Trillion</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3 million</td>
<td>7 billion</td>
<td>1 trillion</td>
</tr>
</tbody>
</table>

very large numbers

Use scientific notation:
83 x 10^15
Or use prefixes:
mega-, giga-, tera-, etc.

Other Number Tips

Ordinals (first, second, third, etc.)

Follow the general rule for writing out or using numerals.

Letters in ordinals (-st, -nd, -rd) can be superscripts, but be consistent!

For military units, follow the general rule.
The 28th Brigade
The Second Armored Brigade Combat Team

Add “s” for plural

Add an “e” to a numeral, or “es” or “s” to the written out form.
twos, sixes, 60s, 13s, the 1980s

Currency

Write out the long-hand name of uncommonly known currencies at first use, and then use the abbreviation for that currency.

300 hundred Canadian dollars = C$300 or Can$300
$749 New Zealand dollars = NZ$749
$15.69 Australian dollars = A$15.69
98 Mexican pesos = Mex$98

50 euros = €50 (EUR 50)
332 yen = ¥332 (JPY 332)
55.5 bitcoins = BTC 55.5 (XBT 55.5)
100 yuan renminbi (100 yuan) = ¥100 or RMB 100 (CNY 100)

Sources: