Writing with Numbers

IEEE General Rule:
zero–ten = written
11+ = numerals

percentages

\%

For scientific and statistical contexts:
1% 75% 63%

non-technical contexts, written with the word percent:
one percent seventy-five percent sixty-three percent

fractions

Uncommon fractions use numerals:
1/77 7/30 8/11

Common fractions are written:
a half two-thirds three-quarters

measurements

If the measurement is written out, follow the general rule:
six miles, 110 kilograms, nine centimeters

If the measurement is abbreviated, use numerals:
6 mi, 110 kg, 9 cm

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:
imicro-, nano-, pico-, etc.

large numbers

Numerals + million billion trillion
5.3 million 7 billion 1 trillion

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.
Do not use as a day when the month is also mentioned.
May 25th, 2004 → May 25, 2004

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

Letters in ordinals (-st, -nd, -rd)
are not superscripts.

Add “s” for Plural
Add an “e” to a numeral, or “es” or “s” to the written out form.
twos, sixes, sixties, 300s, the 1980s

Currency

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

three hundred Canadian dollars = C$300 or Can$300
$749 New Zealand dollars = NZ$749
$15.69 Australian dollars = A$15.69
ninety-eight 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: