 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:**

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| --- | --- |
| *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:**

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| --- | --- |
| *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

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| *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%. |