



Rule #1: Write out a number if it begins a sentence.

Rule #2: Spell out single-digit whole numbers. Use numerals for numbers greater than nine.

Rule #3: Be consistent within a category. For example, if you choose numerals because one of the numbers is grb@ter than nine, use numerals for all numbers in that category. If you choose to spell out numbers because one of the numbers is a single digit, spell out all numbers in that category.

Rule # 4:



- Rule #14: Use noon and midnight rather than 12:00 P.M. and 12:00 A.M.
- Rule #15: Hyphenate all compound numbers from twenty-one through ninety-nine.
- Rule #16: Use numbers when you are using an exact year.

For more specific information on writing with numbers, check out our MLA 9 and APA 7 resource.

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.

Sources Consulted: Grammarbook.com