

**Editorial Graphics and Publishing Services**  
**REVIEW OF GUIDELINES FOR USING NUMERALS**

**Words**

Numbers: express one through nine in words\*

Ordinals: ninth and below in words

Street names: ninth and below in words

House numbers: One in words

Fractions standing alone

Numbers under 100 preceding a unit modifier  
(ten 6-inch pipes)

Indefinite amounts (unless stated as a specific—  
There were nearly 90 people at the meeting.  
but Attendance numbered in the hundreds.)

Numbers that begin a sentence and related  
numbers in the same sentence.

**Numerals**

Numbers: express 10 and above in numerals\*

Ordinals: 10th and above

Street names: 10th and above

House and building numbers (except One)

Mixed numbers  
(10 blue cars and 2 green cars are available)

Numbers over 100 preceding a unit  
modifier (150 6-inch pipes)

Units of time, measurement, and money;  
specifically—

Time

Weight

Decimals

Money

Dimension

Age

Ratio

Dates

Distances (except fractions standing alone)

Percentages

Serial numbers:

pages, chapters, parts, sections, etc.

\*Remember the consistency rule:

When 2 or more related numbers appear in a sentence and 1 of them is 10 or more, use numerals for each number.