

Numbers in APA

This table shows the APA recommendations for numbers and numerals as updated in the 7th edition.

Description	Use Arabic numerals	Spell it out!
Numbers below 10		<ul style="list-style-type: none"> • One, two, three ... nine • The three participants were ... • The study included only students in the fourth grade ...
Numbers 10 and above,	<ul style="list-style-type: none"> • There were 20 tables ... • All 150 female participants ... • The 12th grade students ... • It was 25th in rank ... 	
Numbers in the <i>abstract</i> of a paper or in a <i>graphical display</i> within a paper	<ul style="list-style-type: none"> • ... a small study comprising 4 individuals ... 	
Numbers immediately preceding a unit of measurement	<ul style="list-style-type: none"> • ... a 12-inch ruler • It was 158 cm in height • ... a 250-mg tablet 	
Numbers representing mathematical or statistical functions	<ul style="list-style-type: none"> • ... divide by 3 • There were 3 times as many ... 	
Numbers representing fractions or decimal quantities (except common fractions)	<ul style="list-style-type: none"> • ... 0.25 of the ... • ... 4.75 ... 	
Common fractions		<ul style="list-style-type: none"> • ... one quarter of the class • ... two-thirds majority
Numbers representing percentages and ratios	<ul style="list-style-type: none"> • ... more than 40% of the sample ... • ... a ratio of 3:1 	
Numbers representing percentiles and quartiles	<ul style="list-style-type: none"> • ... the 95th percentile • ... the 2nd quartile 	
Numbers representing time, dates and approximations of time	<ul style="list-style-type: none"> • ... over 2 days • ... in 1 hr 35 min • At 4.30 p.m. • It was 2.00 a.m. (or 2 a.m.) ... • This will take 6 months ... • In the 3rd year ... 	
Numbers representing ages	<ul style="list-style-type: none"> • ...20 years old .. • ... 8-year-olds .. • ... 65-year-old adults ... 	

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Numbers representing scores and points on a scale	<ul style="list-style-type: none"> scored 8 on a 10-point scale 	
Numbers representing exact sums of money, and numerals as numerals	<ul style="list-style-type: none"> ... \$50 to look for the numeral 4 in the table ... 	
Numbers <i>after the noun</i> denoting a specific place in a numbered series (the noun before the number is capitalized)	<ul style="list-style-type: none"> ... in Grade 5 ... see Table 2 ... seated at Row 8 the answer to Question 6 Chapter 3 shows ... Go to Level 7 ... 	
Numbers <i>before the noun</i> denoting a specific place in a numbered series (also known as <i>ordinal numbers</i>)		<ul style="list-style-type: none"> ... in the fifth grade the second table seated in the eighth row ... the sixth question in the third chapter go to the seventh level ... third-order factor ... the fifth graders ... the second item in the 13th trial ... the second and fourth teams
Numbers that begin a sentence, title or text heading <i>NB Reword the sentence to avoid beginning with a number</i>	<i>The results indicated that 20% of the sample showed some improvement, and 6% had none.</i>	<ul style="list-style-type: none"> Twenty percent of the sample showed some improvement; 6% showed none.
Universally accepted usage		<ul style="list-style-type: none"> the Twelve Apostles the Five Principles of Pancasila
Use words only where clarity and readability might be affected		<ul style="list-style-type: none"> ... first two sections
Combination of words and numerals to express numbers:	<ul style="list-style-type: none"> Large sums 	<ul style="list-style-type: none"> ... at 3 billion dollars ... for 1.2 billion people

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<ul style="list-style-type: none"> When numbers appear back-to-back 	<ul style="list-style-type: none"> ... using two 4-point Likert scale measurements comprising twenty 6-year-olds analysing two 2-way interactions 	
Numbers on a cardinal base		<ul style="list-style-type: none"> ... three orders ... four units ... second item, 13 trials ... one team, four teams
Roman numerals should be used if part of an established terminology		<ul style="list-style-type: none"> Type I error Type II error
Decimal fractions <ul style="list-style-type: none"> Where the statistic exceeds 1 Where the statistic cannot be greater than 1 (correlations, proportions, levels of statistical significance) 	<ul style="list-style-type: none"> 0.45cm Cohen's $d = 0.70$ 0.44 s $r(32) = -.43, p = .022$ 	
Commas in numbers	<ul style="list-style-type: none"> \$1,000; 3,000,000 units 	
Numbers with groups of digits that do not require the comma include <ul style="list-style-type: none"> page numbers binary digits serial numbers degrees of temperature acoustic frequency designations degrees of freedom 	<ul style="list-style-type: none"> page 3015 0011001010 57834092 2015°C 2500 Hz F(24, 1000) 	
Plurals of numbers	<ul style="list-style-type: none"> 1990s 20s and 30s 	<ul style="list-style-type: none"> threes and fours

Decimal places in reports of results of experiments and data analytic manipulations Many people have problems with the number of decimal places when reporting data in academic papers and reports APA style. APA has some general rules.

Description	Examples
<ul style="list-style-type: none"> Round off as much as possible keeping in mind statistical precision 	<ul style="list-style-type: none"> $\pi = 3.14159265$ should be rounded off to 3.14

Description	Examples
<ul style="list-style-type: none"> • Fewer decimal digits are easier to understand – round off to two decimal places or rescale the measurement 	<ul style="list-style-type: none"> • 1.6784 m can be rescaled to 167.85cm
<ul style="list-style-type: none"> • Reporting data measured on integer scales (e.g., questionnaires), report means and standard deviations to one decimal place 	<ul style="list-style-type: none"> • $M = 5.2$ • $SD = 1.5$
<ul style="list-style-type: none"> • Report correlations, proportions and inferential statistics to two decimals. E.g. t, F, and χ^2 	<ul style="list-style-type: none"> • $t(54) = 5.43$ • $F(2, 12) = 4.94$ • $\chi^2 = 18.28$
<ul style="list-style-type: none"> • Report p values to two or three decimal places, as appropriate 	<ul style="list-style-type: none"> • $p = .034$
<ul style="list-style-type: none"> • For p values less than .001, report to three decimal places 	<ul style="list-style-type: none"> • $p < .001$

References

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
<https://apastyle.apa.org/products/publication-manual-7th-edition>