



# NUMBERS:

## Styles of Numbering

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Did you know there are two basic styles of numbering—*word style* and *figure style*? It is important to become very familiar with these two styles and learn the differences between them in order to determine which style you should use, and use correctly.

### Figure Style

Figure style dictates that you express numbers in figures when referring to numbers above ten. Numbers ten and under are spelled out in words. For example:

Six of the nine kittens were gray; the other three were black with white boots.

There were 12 bottles of water left in the cooler, although it originally held 48 bottles.



Use all figures if it is important that your readers comprehend the numbers quickly and in relation to each other (especially when preparing statistical material and tables), even the numbers 1–10. Examples include:

Expressing dates	October 9
Money	\$4
Time (clock time)	5:45 p.m.
Time (periods of)	A 3-month extension
Ratios	A 6 to 1 shot