

NUMERAL OR NOT?

AP STYLE DICTATES, "IN GENERAL, SPELL OUT ONE THROUGH NINE." BUT THERE ARE PLENTY OF EXCEPTIONS TO THE RULE. FOLLOWING ARE THE MOST COMMON.

Ages: The man, who is 30, took his 2-month-old daughter to see his grandmother, who's in her 80s.

Decimals: It was a 7.2 magnitude earthquake.

Dimensions and distances: The woman is 5 feet tall. She ran 3 miles.

Fractions over 1: They only swam $1\frac{1}{2}$ laps.

Millions, billions and beyond: Always use a numeral — 2 million.

Percentages: There was only a 5 percent chance it would work.

Rank: The school was her No. 1 choice.

Recipe measurements: Always use numerals — 2 Tbsp., 3 c.

Speeds: It felt like he was going only 5 mph.

Temperatures: It was a sunny 75 degrees. The temperature dropped to 8 below zero. (Always spell out zero.)

WHEN TO SPELL IT OUT

There are always exceptions to the exceptions, right? Spell out numbers in these cases:

Casual uses: Thanks a million. He gave me a hundred bucks. There were thousands of birds.

Fractions under 1: She only got two-thirds of her share.

Sentence starts: Forty people were in attendance at the gala.

