## Numbers

Spell out numbers under 10 (one through nine).

- Example: Students were divided into four groups of nine.

Use figures for numbers 10 and up.

- Example: There was one group of 10 students.

Spell out a numeral at the beginning of a sentence.

- Examples: Nine students earned an A on the exam. Twenty-five faculty members retired this year.

Do not spell out numerals that identify a calendar year.

## Decimals

Decimals should not exceed two places in textual references, except for in special circumstances.

Be consistent with the number of decimal places used-if one number has two decimal places, all numbers should have two decimal places (2.25, 2.50, etc.).

## Millions and Billions

Use figures with million or billion in all uses.

- Example: More than 1 million people access the Internet every day.


## Percentages

Always use numerals when referencing percentages.

- Example: Close to 9 percent of students are from foreign countries.

Spell out percent unless it is included on a quick-reference list.

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