

NUMBERS AS NUMERALS AND WORDS (4.31-4.34) TABLES (5.07-5.19)

The following information is an abridged version of the style and formatting guidelines found in the *Publication Manual of the American Psychological Association, 6th ed.* (2009).

Numbers

When to Use Numerals:

The general rule governing APA style on the use of numbers is to use numerals to express numbers 10 and above and words to express numbers below 10 (4.31).

- 10 years old
- 45% of the deficit
- five groups
- 12th clinical trial
- 145 participants
- nine questions

Use numerals to express numbers that immediately precede units of measurement.

- 5-mg dose
- 25 units
- 2.53 cm

Use numerals to express numbers that represent specific quantities (times, dates, parts in a numbered sequence, and other finite measurements).

- 1 hr 15 min
- Until 5:00 p.m.
- 4 and 5-year-olds
- 6 on a 7-point scale
- Chapter 12

Use numerals to express numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles.

- 4 times the amount
- 0.75 cm

Note: Use a zero before the decimal point with numbers that are less than 1. Do not use a zero before the decimal point in correlations, proportions, and levels of significance, as they can never exceed the value of 1 (4.35).

When to Write Out the Number:

If a number starts a sentence, title or text heading, utilize words, but APA guidelines suggest rewording the sentence whenever possible in order to avoid starting the sentence with a number (4.32).

Example: Ten students earned an A, but 10 others received a B or below.

Write out the number when the number is inexact or approximated.

Example: Her symptoms began approximately three years ago.

Write out the number for both common fractions and numbers included in proper nouns.

- three-fourths of the participants
- one third of the responses
- The Ten Commandments

Tables

Use tables in your paper to clarify information that may be hard to understand without a visual. Tables should be concise, logical, and easy to understand. Use large enough fonts and use tables notes to provide all the information needed to understand the table. APA provides very specific guidelines on the proper uses for and ways to format tables. The table below adheres to general APA format (6th ed.) for a basic table layout. However, oftentimes you must tailor your tables to fit your needs. In that case, refer to sections 5.07-5.19 for more information.

Table 1

Numbers of Children With and Without Proof of Parental Citizenship

Try not to be too general in naming your table. Italicize the title, and position it below the table number.

Use Arabic Numbers to number your tables as they appear in your paper.

Use the leftmost column of your table for row headings or to list variables affecting the statistics.

Use column headings and sub-headings to make your table clear.

	Girls		Boys	
Grade	With	Without	With	Without
Wave 1				
3	280 ^a	240	281	232
4	297	251	290	264
5	301	260	306 ^b	221
Total	878	751	877	717
Wave 2				
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685	622

Use notes below your table to add any information that will help the reader understand the table.

Note. Use the space beneath the table to add basic notes to a table, including any explanations of abbreviations or symbols; separate multiple notes with semicolons. At the end of this space, cite the source from which you obtained the data. **Example:** Adapted from “Citizenship without History,” by G. Clemitshaw, 2008, *Ethics and Education*, 3, p. 140.

^aUse the space beneath the table to add specific notes pertaining to particular columns, rows, or cells. Mark the areas you refer to in the table with superscript lowercase letters. ^bExplain the rest of the superscript letters that appear in the table.

*Use the space beneath the table to add probability notes regarding measurements and statistics. Mark the areas you refer to in the table with asterisks, starting with one asterisk and increasing the number until you mark all the areas that require notes. **Explain the rest of the asterisks that appear in the table.

When referring to a table in the body of your paper, refer to its number.

Correct: As seen in Table 2, the heat index is higher in...

Incorrect: The table found on page 12...

The table below shows...

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