



7th Edition

Numbers and Statistics Guide

Numbers

see *Publication Manual* Sections 6.32–6.35 for guidelines on using numerals vs. words

- **Use numerals** (1, 2, 3, etc.) for the following:
 - numbers 10 and above; see exceptions in the next section
 - numbers used in statistics (e.g., 2.45, 3 times as many, 2 x 2 design)
 - numbers used with units of measurement (e.g., 7-mg dose, 3-in. increments)
 - times (e.g., 1 hr 34 min), ages (e.g., 2 years old), and dates (e.g., March 6)
 - scores and points on a scale (e.g., score of 6, 5-point Likert scale)
 - exact sums of money (e.g., \$10 reward)
 - numbers used as numerals (e.g., the numeral 4 on the chart)
 - numbers denoting a place in a numbered series (e.g., Grade 6, Items 2 and 3, Row 4)
 - parts of books (e.g., Chapter 1)
 - table and figure numbers (e.g., Figure 1, Table 2)
- **Use words** (one, two, three, etc.) for the following:
 - numbers zero through nine (e.g., five members); see exceptions in the previous section
 - numbers beginning a sentence, heading, or title (e.g., Sixty participants volunteered for)
 - common fractions (e.g., one half, one fifth, a two-thirds majority)
 - universally accepted phrases (e.g., Twelve Apostles, Five Pillars of Islam)
- **Combine numerals and words** to express back-to-back numerical modifiers (e.g., ten 7-point scales, 2 two-way interactions).
- **Commas in numbers**
 - Use commas between groups of three digits in most figures of 1,000 or more.
 - Do not use commas in page numbers, binary digits, serial numbers, degrees of temperature, degrees of freedom, and acoustic frequencies above 1000.
- **Plurals of numbers**
 - Add “s” or “es” (without an apostrophe) to form plural numerals or words (e.g., fours, sixes, 1950s, Ms, ps).
 - Do not make symbols or measurement abbreviations plural (e.g., 3 cm, not 3 cms).

Decimals

see *Publication Manual* Section 6.36 for guidelines on decimal places

- Put a zero before the decimal point when a number is less than 1 but the statistic can exceed 1.
- Do not use a zero before a decimal when the statistic cannot be greater than 1 (proportion, correlation, level of statistical significance).
- Report one, two, or three decimal places, depending on the statistic.
 - Report means and standard deviations to one decimal.
 - Report correlations, proportions, and inferential statistics (*t*, *F*, chi-square) to two decimals.
 - Report exact *p* values to two or three decimals (e.g., $p = .006$, $p = .03$).
 - However, report *p* values less than .001 as " $p < .001$."

Statistics

see *Publication Manual* Sections 6.40–6.45 for guidelines on reporting statistics

- Do not repeat statistics in both the text and a table or figure.
- In tables and figures, report exact *p* values (e.g., $p = .015$), unless $p < .001$ (instead write as " $< .001$ ").
- Put a space before and after a mathematical operator (e.g., minus, plus, greater than, less than). For a negative value, put a space only before the minus sign, not after it (e.g., -8.25).
- Use the symbol or abbreviation for statistics with a mathematical operator (e.g., $M = 7.7$).
- Use the term, not the symbol, for statistics in the text (e.g., the means were).
- Use italics for letters used as statistical symbols or algebraic variables (e.g., contained 587 *t*-test *p* values; $R^2 = .12$).
- However, use standard (nonitalic) type for Greek letters. See *Publication Manual* Table 6.5 for specific examples.
- Do not define symbols or abbreviations that represent statistics (e.g., *M*, *SD*, *F*, *t*, *df*, *p*, *N*, *n*, *OR*) and abbreviations or symbols composed of Greek letters. See Table 6.5.
- Define other abbreviations (e.g., AIC, ANOVA, BIC, CFA, CI, NFI, RMSEA, SEM). See Table 6.5.