Numbers

see Publication Manual Sections 6.32–6.35 for guidelines on using numerals versus 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, 2020)
  ◦ 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 teams); see exceptions in the previous section
  ◦ numbers beginning a sentence, heading, or title (e.g., Sixty participants volunteered for)
  ◦ common fractions (e.g., 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 Sections 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 put 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 $p$ is $< .001$ (instead write “$p < .001$”) or nonsignificant (instead write “$ns$”).
- 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 most statistical symbols. 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.