

Numbers

AP Style

TODAY

We will learn **when to spell out numbers and when to use numerals.**

I will copy edit work using my knowledge of numbers in the AP Stylebook.

ON YOUR OWN

Edit the sentence on the right to correct it. There are four errors.

Sally had nine cats and fourteen dogs. 10 of the dogs escaped at 4 a.m., which allowed eight percent of the other animals to flee. She is offering a 5\$ reward.

ON YOUR OWN

Corrected sentence.

*Sally had nine cats and **14** dogs. **Ten** of the dogs escaped at 4 a.m., which allowed **8%** of the other animals to flee. She is offering a **\$5** reward.*

YOU SHOULD HAVE LEARNED

RULES OF THUMB

- 1. Spell out numbers 0-9.*
- 2. Use numerals for 10 and above.*
- 3. Exceptions to No. 1: addresses, ages, money, measurements, millions & billions, temperature, percentages, fractions larger than one, and years starting a sentence.*
- 4. Exceptions to No. 2: numbers starting a sentence, amounts less than one, casual mentions.*

INDIVIDUAL PRACTICE

Identify the number wrong in each sentence & how it should be corrected:

- 1. People blink twenty times a minute on average — about 10 million times per year.*
- 2. Humans are, on average, one centimeter taller in the morning before going to bed about 16 hours later.*
- 3. The body has more than two million sweat pores and 300 million alveoli in the lungs.*
- 4. The human brain weighs about three pounds — one-fiftieth the average person's weight — but consumes about 20% of the energy used.*
- 5. 45 minutes is all it takes for the kidneys to filter out the blood supply, which also creates about 6 cups of urine every day.*
- 6. The human body has 206 bones — $\frac{1}{4}$ of which are located in the feet.*

INDIVIDUAL PRACTICE

Identify the number wrong in each sentence & how it should be corrected:

- 1. People blink **20** times a minute on average — about 10 million times per year.*
- 2. Humans are, on average, **1** centimeter taller in the morning before going to bed about 16 hours later.*
- 3. The body has more than **2** million sweat pores and 300 million alveoli in the lungs.*
- 4. The human brain weighs about **3** pounds — one-fiftieth the average person's weight — but consumes about 20% of the energy used.*
- 5. **Forty-five** minutes is all it takes for the kidneys to filter out the blood supply, which also creates about 6 cups of urine every day.*
- 6. The human body has 206 bones — **one-fourth** of which are located in the feet.*