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Rule # 1: Write out a number if it begins a sentence.

Rule # 2: Spell out single-digit whole numbers. Use numerals for numbers greater than nine.

Rule # 3: Be consistent within a category. For example, if you choose numerals because one of the numbers is greater than nine, use numerals for all numbers in that category. If you choose to spell out numbers because one of the numbers is a single digit, spell out all numbers in that category.

Rule # 4:



Rule # 14: Use noon and midnight rather than 12:00 P.M. and 12:00 A.M.

Rule # 15: Hyphenate all compound numbers from twenty-one through ninety-nine.

Rule # 16: Use numbers when you are using an exact year.

For more specific information on writing with numbers, check out our [MLA 9](#) and [APA 7](#) resource.

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.

Sources Consulted: Grammarbook.com