**AP Style Numbers Cheat Sheet**

The AP Stylebook entry for numerals is deceptively short. A close look reveals that there are plenty of rules hiding among the many cross-references. The most common are:

* In general, spell out numbers one through nine and use figures for numbers 10 on up.
* There are many exceptions that always take figures, however. Most, but not all, involve units of measurement.

Common exceptions include:

* Addresses: 7 Park Place.
* Ages, but not for inanimate objects: The 4-year-old cat, the four-year-old car.
* Cents: 8 cents.
* Dollars: $3. Notice that AP style does not include a period and two zeroes when referring to an even dollar figure.
* Dates: March 4. Notice that dates take cardinal numbers, not ordinal numbers (don’t use 4th).
* Dimensions: 5 foot 2, 5-by-9 cell.
* Highways: Route 7.
* Millions, billions: 6 billion people.
* Percentages: 1 percent. Notice that percent is one word.
* Speed: 8 mph.
* Temperatures: 2 degrees.
* Times: 4 p.m. Notice that AP style does not include a colon and two zeroes when referring to an even hour.
* Spell out numbers used at the beginning of a sentence: “Ten thousand people marched on the capital.” Exception: Never spell out years: “1999 was a terrible year for technology companies.”
* Use commas to set off each group of three digits in numerals higher than 999 (except for years and addresses): 12,650.
* Use decimals (up to two places) for amounts in the millions and billions that do not require a precise figure: $3.74 billion.
* Add an s but no apostrophe to a number to make it plural: “She kept rolling 7s.” The same rule applies to decades: the 1980s. Use an apostrophe on a decade only if cutting off the initial figures: the ’80s.