AP Numerals Cheat Sheet

1. If it’s one through nine, spell it out. 10+ would be in numerals (in most cases). *“Just getting accepted to Johns Hopkins University was an accomplishment for Jeremy Huber. Getting recruited to play lacrosse for a program that has won nine national championships was another thing entirely.” Baltimore Sun*
2. If the amount is less than a dollar, you spell out “cents.” If it’s more than one dollar, use the $. (That costs 50 cents, versus that costs $1.65.) *“But in New Mexico, the bar comes down to $241,000. In the District, where incomes have been on the rise, one needs to make $555,341 to be in the top 1 percent.” Washington Post.*
3. Always spell out a numeral at the beginning of a sentence (and rewrite the sentence if necessary to avoid the numeral at the beginning). The exception is years. *“Three teenaged boys from Elkton have been charged in the shootings with a BB rifle of more than a dozen vehicles traveling along Interstate 95 in Cecil County in recent weeks, according to the Maryland State Police.” Baltimore Sun.*
4. When writing about time, use numerical figures always (2:00 p.m.) except for noon and midnight. Use a colon to separate hours from minutes. *“Campo said he learned of Huber’s passing when he got a call at 6:30 a.m. from Chris Eissler, father of Johns Hopkins sophomore midfielder Kieran Eissler, who hails from Henderson, Nev.” Baltimore Sun*
5. Other instances to spell out include unspecific and casual uses (billions and billions). *“Hundreds of conservative donors recruited by the Kochs gathered over the weekend for three days of issue seminars, strategy sessions and mingling with rising elected officials.” NY Times.*
6. Temperatures use figures except for zero (32 degrees vs. zero degrees). *“But this year, the lows* [*are expected to be*](http://www.weather.com/weather/5day/l/USAK0012%3A1%3AUS) *33 and 27 degrees respectively -- meaning that 2014 will be the first year on record that the temperature didn't drop below zero.” Washington Post*
7. Fractions are spelled out with hyphens if the number is less than one (two-thirds majority). *“But the House vote didn't achieve the two-thirds majority necessary to override a veto threat from President Obama, and the Senate is likely to fall short of 67 votes, also.”* *The Hill*. Precise numbers greater than one should be converted to decimals whenever practical.
8. Use mixed numbers (3 1/2) rather than improper fractions. *“The National Weather Service has also reported about 16 inches of snow in Portland, Maine; over 21 inches in Hudson, New Hampshire; and 28½ inches in Orient on New York's Long Island.”* CNN
9. For dates, always use the numbers without “th” “nd” and the like (Dec. 8). *“The Blue Jays are in the midst of preparing for their season, which begins Feb. 7 with a home game against UMBC.” Baltimore Sun*
10. Ages are hyphenated when they’re adjectives or in place of a noun (7-year-old dog). But numerals otherwise (the boy, 4), not spelled out. *“A 22-year-old man was shot to death in Frankford in Northeast Baltimore Sunday night, police said. “Baltimore Sun*
11. No apostrophes for decades (the 20s­). *“So, here are my ways to give your kids a genuine experience, in the 2010s:” Huffington Post.*
12. Percent is always spelled out (78 percent). *“More than 96 percent of the new jobs were created in the private sector, according to the U.S. Department of Labor's Bureau of Labor Statistics.” Baltimore Sun.*
13. Always use numerals for addresses. “*Huber's body was found in his bedroom in Wolman Hall in the 3300 block of N. Charles St. in the Johns Hopkins Homewood neighborhood, university and police officials said. An autopsy is pending.” Baltimore Sun*
14. “Page” is capitalized with a figure. Don’t hyphenate things like Page 2A.