

# Numbers

From dates to page numbers to percentages; how to use numbers correctly.

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Write all numbers 10 and over as numerals, up to 999,999.

Write numbers one to nine as words unless they are dates, units of measurement, figure or table titles, or relate directly to the statistics being presented.

### EXAMPLE

On the one hand...  
This is the most effective of the two measures...  
4 miles  
6 weeks  
7 March 2017  
1,000  
Figure 1

Where a range crosses the 10 boundary, use numerals.

### EXAMPLE

9 to 12 respondents, not nine to 12 respondents

Write out rankings first to ninth, then use numerals. Don't use superscript for "st", "nd", "rd" and "th".

### EXAMPLE

first  
10th

A sequence of numbers should use the same format for both, which should follow the higher number.

EXAMPLE

6th out of 12

Don't use abbreviations of "numbers", such as "no" or "nos". They can be read incorrectly.

Use commas after every 3 decimal places in numbers of 4 digits or more, and never spaces. Years should have no punctuation.

EXAMPLE

100,000  
2,548  
1995

Avoid writing sets of numbers together.

EXAMPLE

In 1961 just over 2,500 births were recorded

**Not**

In 1961 2,543 births were recorded

Use a 0 where there's no digit before the decimal point in a number.

EXAMPLE

0.6%

Don't start a sentence with a numeral. Rearrange the sentence accordingly.

EXAMPLE

The number of people who drive a car is 52.4 million

**Not**

52.4 million people drive a car

Write out generalised numbers.

EXAMPLE

hundreds of years  
in their thousands

Write out and use lower case.

EXAMPLE

2.5 million  
148 billion

Don't use "0.xx million" for numbers less than 1 million, unless part of a sequence of numbers

Use the fewest digits possible while remaining clear. Separate them with 'to'.

EXAMPLE

1 to 4  
10 to 18  
132 to 148<

In text, when referring to positive and negative numbers, write out "positive" and "negative" in full.

EXAMPLE

positive 7  
negative 3

In a dataset, use the symbols with no space between them and the number.

EXAMPLE

+7  
-3

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Write out and hyphenate fractions.

EXAMPLE

two-thirds  
three-quarters

Avoid using too many fractions as it can be difficult to compare several together.

Also avoid using large denominators.

EXAMPLE

three-sixteenths

Write out decimal fractions as numerals. Use the same number format for a sequence of fractions and decimals.

EXAMPLE

0.75 and 0.45

Use the symbol with no space between it and the number.

EXAMPLE

6%

Always write "percentage" and never %age.

Use the same number of decimal places for a sequence of decimal numbers.

EXAMPLE

6.25% and 7.60%

A percentage point is the difference between percentages. A value of 10% falling by one percentage point becomes 9% (10% has ten percentage points). A fall of 1% would result in a value of 9.9%

Use the format “[Date] [Month] [Year]” (depending on what information you have) written out with no commas. If the day of the week is relevant, then put it before the date. No “st”, “nd”, “rd” and “th”.

#### EXAMPLE

12 March 2014  
Monday 3 March 2014

Write out months. If space is limited use the shortened version with no punctuation, but not for June and July.

#### EXAMPLE

Jan  
Apr  
Sept

## Date spans

Use the format “[date] to [date]”. If using months, repeat the year after each month if the period spans years.

#### EXAMPLE

2009 to 2010  
July to September 2014  
July 2013 to September 2014

For a period between 2 dates, use the format “between [date] and [date]”.

#### EXAMPLE

between 1986 and 2014  
between July and September 2014

## Decades

Decades should only have an apostrophe when they are a possessive, not a contraction.

#### EXAMPLE

a 1960s' child  
the 1960s were great

## Centuries

Use ordinal numbers.

EXAMPLE

21st century

## Quarters

Use “[Quarter 1]” only. Always explain which months are included in the quarter.

EXAMPLE

Business Investment, Quarter 1 Jan to Mar 2014 provisional results

## Financial years

For financial years, write the period out in full the first time you use it in each section, followed by the abbreviation FYE for “financial year ending” in brackets. After that, use the abbreviation. This will need to be written out in full again the first instance in each section of your article or page.

EXAMPLE

financial year ending (FYE) 2011  
FYE 2011

Don't use the 24-hour clock. Don't insert spaces between the number and the letters, and don't use any punctuation except as shown.

EXAMPLE

9am  
10:30am  
midday  
midnight  
11:30pm

Use the same number format for time spans.

EXAMPLE

8:00am to 5:30pm  
1pm to 3pm

Use the format “aged [age] years”

EXAMPLE

aged 9 years

Use the format “aged [age] to [age] years”.

EXAMPLE

aged 9 to 10 years

Include the months or weeks for ages under a year.

EXAMPLE

aged 9 weeks

If you refer to ages as “[age]-year-old”, include the hyphens.

EXAMPLE

24-year-old  
16- to 24-year-old men

Write decades as an age as numerals.

EXAMPLE

women in their 40s

Bottom limits for age restrictions should use “aged [age] and over”. Don’t use the plus sign.

EXAMPLE

aged 75 and over

Use the major currency unit before the amount. Don’t use decimals unless using smaller units.

EXAMPLE

£15  
\$76.56

In a sequence of numbers, use the same number of decimal places, even if every number doesn't have a smaller unit.

EXAMPLE

£10.43 rising to £12.00.

Don't use "0.xx million" for amounts less than 1 million, unless in a sequence of numbers.

EXAMPLE

£3.5 million, £6.5 million and £0.9 million

Write out the smaller unit in full.

EXAMPLE

15 pence

Currency should use lower case.

EXAMPLE

The euro is stronger than the pound.

Write out currency as "British pounds", or "American dollars".

Use metric units of measurement, except in specific cases where imperial units are still used as standard.

EXAMPLE

miles  
yards  
feet and inches  
pints (for beer, cider and milk)  
acres (for land registration)

Write out measurements at first mention, then abbreviate. If it's only mentioned once, don't abbreviate.

EXAMPLE



12 kilometres per hour (kph)

Abbreviations shouldn't have full stops and are always singular. Use a space between the number and the abbreviation, except with one-letter abbreviations.

Write out "miles" and "metres" in full.

EXAMPLE

12 kph

9L

5 metres

10 miles