NUMERALS WITH NOUNS

Rules by AP Stylebook, Bad Grammar/Good Punctuation,
Chicago Manual of Style, Gregg Reference Manual, and Morson’s

AP STYLEBOOK

**numerals** In general, spell out one through nine: *The Yankees finished second. He had nine months to go.*

Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events or things. Also in all tabular matter, and in statistical and sequential forms.

Use figures for:

– Academic course numbers: *History 6, Philosophy 209.*

– Addresses: *210 Main St.* Spell out numbered streets nine and under: *5 Sixth Ave.; 3012 50th St.* See **addresses**.

– Ages: *a 6-year-old girl; an 8-year-old law; the 7-year-old house.* Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun. *A 5-year-old boy, but the boy is 5 years old. The boy, 5, has a sister, 10. The race is for 3-year-olds. The woman is in her 30s. 30-something, but Thirty-something to start a sentence.* See **ages**.

– Planes, ships and spacecraft designations: *B-2 bomber, Queen Elizabeth 2, QE2, Apollo 9, Viking 2.* (Do not use hyphens.) An exception: *Air Force One,* the president's plane. Use Roman numerals if they are part of the official designation: *Titan I, Titan II.* See **aircraft names; boats, ships; spacecraft designations**.

– Centuries. Use figures for numbers 10 or higher: *21st century.* Spell out for numbers nine and lower: *fifth century.* (Note lowercase.) For proper names, follow the organization's usage: *20th Century Fox, Twentieth Century Fund.*

– Court decisions: *The Supreme Court ruled 5-4, a 5-4 decision.* The word to is not needed, except in quotations: "*The court ruled 5 to 4.*"

– Dates, years and decades: *Feb. 8, 2007, Class of ’66, the 1950s.* For the Sept. 11, 2001, terrorist attacks, 9/11 is acceptable in all references.

– Decimals, percentages and fractions with numbers larger than 1: *7.2 magnitude quake, 3½ laps, 3.7 percent interest, 4 percentage points.* Decimalization should not exceed two places in most text material. An exception: blood alcohol content, expressed in three decimals, as in 0.056. For amounts less than 1, precede the decimal with a zero: *The cost of living rose 0.03 percent.* When the decimal is 1 or less, the type of measurement should be singular: *0.35 meter, 0.55 cubic foot, 0.75 kilometer.* Spell out fractions less than 1, using hyphens between the words: *two-thirds, four-fifths.* In quotations, use figures for fractions: "*He was 2½ laps behind with four to go.*"

See **decimal units; fractions; percent**.
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– Dimensions, to indicate depth, height, length and width. Examples: He is 5 feet 6 inches tall, the 5-foot-6 man ("inch" is understood), the 5-foot man, the basketball team signed a 7-footer. The car is 17 feet long, 6 feet wide and 5 feet high. The rug is 9 feet by 12 feet, the 9-by-12 rug. A 9-inch snowfall. Exception: two-by-four. Spell out the noun, which refers to any length of building lumber 2 inches thick by 4 inches wide.

See dimensions.

– Distances: He walked 4 miles. He missed a 3-foot putt.

– Golf clubs: 3-wood, 7-iron, 3-hybrid (note hyphen).

– Highway designations: Interstate 5, U.S. Highway 1, state Route 1A. (Do not abbreviate Route and do not hyphenate.)

See highway designations.

– Mathematical usage: Multiply by 4, divide by 6. He added 2 and 2 but got 5.

– Military ranks, used as titles with names, military terms and weapons: Petty Officer 2nd Class Alan Markow, Spc. Alice Moreno, 1st Sgt. David Triplett, M16 rifle, 9 mm (note space) pistol, 6th Fleet. In military ranks, spell out the figure when it is used after the name or without a name: Smith was a second lieutenant. The goal is to make first sergeant.

See military units.

– Millions, billions, trillions: Use a figure-word combination. 1 million people; $2 billion, NOT one million/two billion. (Also note no hyphen linking numerals and the word million, billion or trillion.)

See millions, billions, trillions; dollars.

– Monetary units: 5 cents, $5 bill, 8 euros, 4 pounds.

See cents.

– Odds, proportions and ratios: 9-1 longshot; 3 parts cement to 1 part water; a 1-4 chance, but one chance in three.

See betting odds; proportions; ratios.

– Rank: He was my No. 1 choice. (Note abbreviation for "Number"). Do not use in names of schools or in street addresses: Public School 19. Exception: No. 10 Downing St., the residence of Britain’s prime minister.

– School grades. Use figures for grades 10 and above: 10th grade. Spell out for first through ninth grades: fourth grade, fifth-grader (note hyphen).

– Sequential designations: Page 1, Page 20A. They were out of sizes 4 and 5; magnitude 6 earthquake; Rooms 3 and 4; Chapter 2; line 1 but first line; Act 3, Scene 4, but third act, fourth scene; Game 1, but best of seven.

See act numbers; chapters; earthquakes; line numbers; page numbers; scene numbers.

– Political districts: Ward 9, 9th Precinct, 3rd Congressional District, 5th U.S. Circuit Court of Appeals.

See congressional districts; political divisions.
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– Recipes: 2 tablespoons of sugar to 1 cup of milk.

See recipes.

– Speeds: 7 mph, winds of 5 to 10 mph, winds of 7 to 9 knots.

– Sports scores, standings and standards: The Dodgers defeated the Phillies 10-3 (No comma between the team and the score); in golf, 3 up, but a 3-up lead; led 3-2; a 6-1-2 record (six wins, one loss, two ties); par 3; 5 handicap, 5-under-par 67 but he was 5 under par (or 5 under, with "par" understood). In narrative, spell out nine and under except for yard lines in football and individual and team statistical performances: The ball was on the 5-yard line. Seventh hole. Three-point play, but 3-point shot. In statistical performances, hyphenate as a modifier: He completed 8 of 12 passes. He made 5 of 6 (shots is understood). He was 5-for-12 passing. He had a 3-for-5 day. He was 3-for-5. He went 3-for-5 (batting, shooting, etc., is understood).

– Temperatures: Use figures, except zero. It was 8 degrees below zero or minus 8. The temperature dropped from 38 to 8 in two hours.

See temperatures.

– Times: Use figures for time of day except for noon and midnight: 1 p.m., 10:30 a.m., 5 o'clock, 8 hours, 30 minutes, 20 seconds, a winning time of 2:17.3 (two hours, 17 minutes, 3 seconds). Spell out numbers less than 10 standing alone and in modifiers: I'll be there in five minutes. He scored with two seconds left. An eight-hour day. The two-minute warning.

See times; time sequences.

– Votes: The bill was defeated by a vote of 6 to 4, but by a two-vote margin.

Spell out:

– At the start of a sentence: Forty years was a long time to wait. Fifteen to 20 cars were involved in the accident. The only exception is years: 1992 was a very good year.

See years.

– In indefinite and casual uses: Thanks a million. He walked a quarter of a mile. One at a time; a thousand clowns; one day we will know; an eleventh-hour decision; dollar store.

– In fanciful usage or proper names: Chicago Seven, Fab Four, Big Three automakers, Final Four, the Four Tops.

– In formal language, rhetorical quotations and figures of speech: "Fourscore and seven years ago ..." Twelve Apostles, Ten Commandments, high-five, Day One.

– In fractions less than one that are not used as modifiers: reduced by one-third, he made three-fourths of his shots.

BAD GRAMMAR/GOOD PUNCTUATION

20.1: THE NUMBER QUESTION: THE BASICS

A WORD OR FIGURE?
In transcribing a number, the issue is how it is going to look on the page? Should it be a word or a figure? Should it be “I sold twenty” or “I sold 20”? In court reporting, there are special issues which must be taken into account in making this decision. Numbers representing the time of day, dollar amounts, measurements, decimals, dates – all add additional considerations. No matter what decision is made, there should be a basis in formal English rules for the transcription of numbers and a consistency in style within a transcript and from one transcript to another.

Formal English style tends toward “over 100/under 100”; that is, if we want to be very formal, we put numbers under 100 into words and those over 100 into figures. A variation of this is to put numbers that can be transcribed in one or two words into words and those transcribed in three or more words into figures. It is clear that each of these variations is too cumbersome for the reporting transcript.

TECHNICAL VERSUS LITERARY STYLE

In general, a figure stands out on the page (technical style), and a number expressed as a word tends to blend in with the other words (literary style). Because of the importance of numbers in a case and the need to be able to clearly, quickly, and easily pick out a number on the page, court reporting has adopted the technical style.

NUMBER.29: Sequential Reference:

A sequential reference is a number that is part of a series of numbers, and it usually follows the word that describes what it is:

- It was Check 304 in the amount of $100.
- She lives in Apartment 203.
- We will mark this as Exhibit 38.

We consider a number to be sequential whenever it follows this word that describes it. The descriptive word is usually capped with the exception of the words page, line, paragraph, verse, and size.

- She can now wear a size 12.
- It appears at the bottom of page 5.
- I am reading from paragraph 14.
- How did he get the chance to appear on Channel 5?
- It is stamped Bates 1045 at the bottom.
- Please refer to Chapter 12.

NUMBER.30: Use figures for all sequential references.

- It is page 15, beginning on line 5.
- I think it is discussed in Chapter 8 of the book.
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Go down to paragraph 3.
Even without the descriptive word, a sequential number is in figures.

It is 4515 on the top of the page.
I believe it is in 19, the chapter on contracts.
She lived in 105, if I am not mistaken.

NUMBER .31: If the ordinal precedes the word that states what it is, use “over 10/under 10.”

I did not answer the eighth question.
I did not answer Question 8.
The 12th chapter will be the last
Chapter 12 will be the last.
This is the fourth exhibit on the same topic.
This is Exhibit 4 and is on the same topic.

NUMBER .32: Abbreviate the word number when it precedes a figure except at the beginning of a sentence, where it should be written out.

I did not see No. 4 in the list of documents that I reviewed.
She wrote No. 356 to her landlord.
Number 7 is the one I want to focus on now.

CHICAGO MANUAL OF STYLE

9.27 Page numbers, chapter numbers, and so forth

Numbers referring to pages, chapters, parts, volumes, and other divisions of a book, as well as numbers referring to illustrations or tables, are set as numerals. Pages of the front matter are usually in lowercase roman numerals; those for the rest of the book are in arabic numerals (see 1.5–8). For the use of en dashes with number ranges, see 6.78. For documentation style, see chapters 14 and 15. See also 8.178.

The preface will be found on pages vii–xiv and the introduction on pages 1–35.
See part 3, especially chapters 9 and 10, for further discussion; see also volume 2, table 15 and figures 7–9.
Upon completion of step 3, on page 37, the reader is asked to consult appendix B, table 7.
Biblical references are given in numerals only; chapter and verse are separated by a colon with no space following it. For abbreviations, see 10.45–51.

Acts 27:1
Exodus 20:3–17
Psalm 121; Psalms 146–50
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2 Corinthians 11:29–30
Gen. 47:12

GREGG REFERENCE MANUAL

359 Capitalize a noun followed by a number or a letter that indicates sequence.

EXCEPTIONS: Do not capitalize the nouns line, note, page, paragraph, size, and verse.

Act I
Appendix A
Article 2
Book III
Bulletin T-119
Car 8171
Chapter V
Chart 3
Check 181
Class 4
Column 1
Diagram 4
Exercise 8
Exhibit A
Figure 9
Flight 626
Illustration 19
Invoice 270487
Lesson 20
line 4
Model B671.4
note 1
page 158
paragraph 2a
Part Three
Plate XV
Platform 3
Policy 394857
Room 501
Section 1
size 10
Table 7
Track 2
Unit 2
verse 3
Volume II

For a more detailed discussion of this argument, see Chapters 5-6.

455 If the term number precedes a figure, express it as an abbreviation (singular: No.; plural: Nos.). At the beginning of a sentence, however, spell out Number to prevent misreading.
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Our check covers the following invoices: Nos. 8592, 8653, and 8654. 
*Number 82175 has been assigned to your new policy.*

a. If an identifying noun precedes the figure (such as *Invoice, Check, Room, Box,* or the like), the abbreviation *No.* is usually unnecessary.

Our check covers *Invoices* 8592, 8653, and 8654.

**EXCEPTIONS:** License No. HLM 744; Social Security No. 169-35-8142; Patent No. 953,461

b. The symbol # may be used on business forms (such as invoices) and in technical matter.

For the capitalization of nouns preceding figures, see ¶359.

619:

To form the plural of most abbreviations, add s.


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**MORSON’S**

**RULE 191**

When only cents are expressed, use the figure and the word cents.

**EXAMPLES**

a. The overcharge was 30 cents.

b. We increased our price by 47 cents.

**NOTE**

When the cents are below ten, spell the number out.

**EXAMPLES**

c. His opinion isn’t worth two cents.

d. For two cents I would have fired him.

e. I gave him exactly seven cents.
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RULE 198

When expressing dimension, use figures and always spell out inches, feet, yards, ounces, pounds, degrees. Avoid the symbol x in running text to mean “times” or “by.”

EXAMPLES

a. The box measures 8 by 4 feet.
b. The box measures 8 feet 10 inches by 4 feet 2 inches. (no commas)
c. He was about 6 feet 2 inches and weighed about 200 pounds.
d. The package weighed 5 pounds 6 ounces. (no commas)
e. I saw that the 3-by-4 had blood on it.
f. The 2-by-4 inch board lay on the deck. (Also see Rule 148 for hyphens.)
g. We bought 30 pies for 100 kids, figuring 8 times 30 equals 240 slices for the kids and coaches.

RULE 201

Use figures for measurements that have medical significance to the human body.

EXAMPLES

a. My pulse was 48.
b. Her vision is 20/20. (See Rule 277 for use of slant.)
c. Blood pressure was 120 over 80. (or 120/80)
d. Who recorded 40 degrees Fahrenheit on the chart?

NOTE

Capitalize Fahrenheit and Celsius. Do not capitalize centigrade.

RULE 202

Use figures when citing numbered references.

EXAMPLES

a. Please look carefully at Paragraph 8.
b. Please read lines 8 through 12 of your copy.
c. Let’s go back to Question 8.
d. Is Exhibit P-7 your rental agreement?
e. We agreed to rewrite Article IX of our bylaws.
f. You must use a No. 2 pencil on this survey sheet.
g. These pages have been stamped Bates Nos. C250 through C840.
NUMERALS WITH NOUNS

NOTE

When a reference is made to an item that is not actually numbered, do not capitalize the reference and spell out the word number.

EXAMPLES

h. She’s my number one fan.
i. I’m son number two.

When number is spoken before the actual figures, abbreviate and capitalize it as No. If it is the first word of the sentence, spell it out so as not to confuse it with the negative response No. (Also see Rule 256.)

EXAMPLES

j. Let’s go back to Question No. 8.
k. Number 675 is correct.

RULE 217

Capitalize references to numbered and lettered items with the exception of page, line, stanza, verse, size, vitamins. Some writers capitalize paragraph and some do not. Some writers capitalize roman numeral and some do not. Capitalize and abbreviate number when it comes between the reference word and the figure.

EXAMPLES

a. Our interpretation on Article III, Section 2, has been upheld.
b. Will you read Question 8 slowly, please?
c. We will refer to Plaintiff’s Exhibit No. 10.
d. Please mark this Defendant’s Exhibit A.
e. Who recorded Policy No. 866702?
f. I wear a size 6 glove. That’s a size 8.
g. If you look at Figure 5, you can see where the streets intersect.
h. Are you reading from page 7, line 8?
i. I observed surgical fusion at C4-C5.
j. I know Flight 652 was a DC-9, not a Boeing 707.
k. I did not see any signs to Interstate 95 South.
l. Can you read the words after roman numeral V? (Use roman form of number.)

NOTE

When an exhibit is identified by a letter followed by a number with another letter, the first letter is capitalized but not the second.
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When identification appears after the exhibit reference, do not capitalize identification. See Rule 256 for abbreviating number to No.

EXAMPLES
m. Let’s see Exhibit L-14b.
n. Exhibit P-g for identification is missing.
o. Who has Drawing No. 5?

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AP Stylebook
(Online subscription: http://www.apstylebook.com/)

Margie Wakeman Wells' Court Reporting: Bad Grammar/Good Punctuation
(Online subscription not available. Paperback can be ordered here: https://www.margieholdscourt.com/products/court-reporting-bad-grammargood-punctuation/)

Chicago Manual of Style
(Online subscription: http://www.chicagomanualofstyle.org/subscription_opts.html)

Gregg Reference Manual
(Online subscription: http://highered.mcgraw-hill.com/sites/0073545430/information_center_view0/)

Lillian Morson's English Guide for Court Reporters
(Online subscription not available. Paperback can be found on Amazon.com)