REVIEW OF GUIDELINES FOR USING NUMERALS

Words

Numbers: express one through nine in words*
Ordinals: ninth and below in words
Street names: ninth and below in words
House numbers: One in words
Fractions standing alone
Numbers under 100 preceding a unit modifier
(ten 6-inch pipes)
Indefinite amounts (unless stated as a specific—
There were nearly 90 people at the meeting.
but Attendance numbered in the hundreds.)
Numbers that begin a sentence and related
numbers in the same sentence.

Numerals

Numbers: express 10 and above in numerals*
Ordinals: 10th and above
Street names: 10th and above
House and building numbers (except One)
Mixed numbers
(10 blue cars and 2 green cars are available)
Numbers over 100 preceding a unit
modifier (150 6-inch pipes)
Units of time, measurement, and money;
specifically—
Time
Weight
Decimals
Money
Dimension
Age
Ratio
Dates
Distances (except fractions standing alone)
Percentages
Serial numbers:
pages, chapters, parts, sections, etc.

*Remember the consistency rule:
When 2 or more related numbers appear in a sentence and 1 of them is 10 or more, use numerals for each number.