

NUMERALS AND DECIMAL NUMBERING

NUMERALS (OR NUMBERS)

In contrast, our numbering system (or numerals) come from the Hindu-Arabic numbering system.

Example:

| | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |

Currently, there are only 26 letters in the English alphabet and an infinite amount of numbers (or numerical combinations).

The English language is also home to a number of special characters used for both numerical and linguistic communication purposes:

Example:

! @ # \$ % & : ; ? / | + =

HOW TO USE NUMBERS WITH TEXT

USE WORDS FOR NUMBERS UNDER 10.

Express numbers under ten in words rather than numbers. Number above ten should be written as numerals.

Example: 1, 2, 3, 4, 5

Revised: one, two, three, four, five

Example: thirty-one, twenty-three, fifty, sixty

Revised: 21, 23, 50, 60

USE WORDS FOR COMMON FRACTIONS.

Example: 1/4

Revised: one-fourth, one quarter, etc.

USE WORDS FOR NUMBERS APPEARING AT THE BEGINNING OF SENTENCES.

Example: 1/6 of the class voted.

Revised: One sixth of the class voted.

USE ZERO BEFORE DECIMAL POINTS.

Example: .56

Revised: 0.56

USE S TO PLURALIZE NUMBERS.

Example: 1960's (incorrect)

Revised: 1960s or 60s (correct)

ORDINAL NUMBERS

Ordinal numbers refer to words such as first, second, third, fourth, fifth, etc.

Ordinal numbers may be expressed either in words or numerically with or without adjacent superscript letters. Example: 1st, 2nd, third, fourth, fifth, 6th, 7th, eighth, ninth, 10th

CARDINAL NUMBERS

Cardinal numbers refer to words such as one, two, three, four, fifth, etc.

Cardinal numbers may be expressed either in words or numerically.

One, two, three, four, five, six, seven, etc. - up to ten.

After ten - 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, etc.

USE CONSISTENCY IN LISTS OR WITH ITEMS IN A SERIES.

When listing elements, make sure everything is similar. Thus, whatever you do to one item, be consistent and do it to the others.

Example: When I begin my vacation, I will travel by boat, plane, by taxi, and train.

(Worse)

Revised: When I begin my vacation, I will travel by boat, plane, taxi, and train. (Better)

Notice how the better sentence repeats elements to maintain a similar structure.

PLACE COMMAS BETWEEN GROUPS OF THREE DIGITS IN NUMBERS.

Example:

1,000

10,000

100,000

1,000,000

1,000,000,000

PLACE THE NAME OF THE DENOMINATION AND THE CENTS WITH MONETARY VALUES.

Example:

\$1,000.00 Canadian Dollars

\$12,000,000.00 U.S. Dollars

DECIMAL NUMBERING

Many professional documents require a form of numbering for multiple sections, headings, subheadings, etc. In these cases, it is customary and useful to use decimal number.

Decimal numbering works by using conventional Arabic numbers and points to delineate separations.

1. (for a main heading)

1.1. (for a subheading)

1.2. (for another subheading)

1.3. (for another subheading)

2. (for another main heading)

And, so forth.

You may see sub headings of sub headings as well.

- 1.
- 1.1.
- 1.2.
- 1.2.1.
- 1.2.1.1.
- 1.2.1.2.
- 1.2.2.
- 1.3.
- 1.4.

The advantage of using numbers rather than letters is the number of variables available. For letters, there are typically only twenty-six headings possible. On the other hand, using numbers can provide you with an infinite number of headings.