

## Numerals

### Issue: Not using numerals correctly

<i>If . . .</i>	<i>Then . . .</i>
you use a number above nine	use a numeral; e.g., 10, 11, 12, 13, 14, 15, . . .
you refer to time	use a numeral; e.g., 10:30 a.m., 5 p.m.
you refer to distance	use a numeral; e.g., "It was 6 miles to the Martinsburg VA Hospital."
you refer to percents	use a numeral; e.g., "There was a 20 percent increase in productivity." Use the word "percent," not the "%," unless it is shown in a table, chart, or parentheses.
the sentence has items above and below 10	use numerals for all related items; e.g., "The 6 items are some of the 32 items being purchased." However, "My two daughters ate 4 hot dogs and 12 cookies - all in one sitting." (The items of food are related, but the "two" and "one" are not related and are not over 10.)
the amount of money is a whole dollar amount	do not put zeros after the decimal point; e.g., "The cookie cost \$1, but the sandwich cost \$2.50."
you have technical or emphatic references to age, period of time, and measurements	use numerals; e.g., a 5-year study; a 6-month period; boxes weighing over 3 pounds.
you have a number that begins a sentence	spell it out. If the spelled out number requires more than two words or, if figures are preferable for emphasis or quick reference, reword the sentence; e.g., Title 38 U.S.C., Chapter 34, deals with veterans' educational assistance.