

Using Numbers in an APA Document

Use figures to express

- All numbers 10 and above
- All numbers below 10 that are grouped for comparison with numbers 10 and above (and that appear in the same paragraph)
- Numbers that immediately precede a unit of measurement
- Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles
- Numbers that represent time; ages; sample, subsample, or population size; specific numbers of subjects or participants in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals;
- Numbers that denote a specific place in a numbered series, parts of books or tables, and each number in a list of four or more numbers
- All numbers in the abstract of a paper.

Use words to express

- Numbers below 10 that do not represent precise measurements and that are group for comparison with numbers below 10
- The numbers zero and one when the words would be easier to comprehend than the figures or when the words do not appear in context with numbers 10 and above
- Any number that begins a sentence, title, or text heading
- Common fractions
- Universally accepted usage

Use a combination of figures and words to express

- Rounded large numbers (starting with millions) ex: almost 3 million
- Back to back modifiers ex: twenty 6-year-olds

Using Tables in an APA Document

Tables are efficient, enabling the researcher to present a large amount of data in a small amount of space; however, overuse of tables may be confusing for a reader. Therefore, reserve tables for crucial data that are directly related to the content of your article and for simplifying text that otherwise would be dense with numbers. While each table should be mentioned in the text, it should also be intelligible without reference to the text.

Relation of Tables and Text

Discussing tables in text. An informative table supplements—instead of duplicates—the text. In the text, refer to every table and tell the reader what to look for. Discuss only the table’s highlights; if you discuss every item of the table in the text, the table is unnecessary.

Citing tables. In the text, refer to tables by their numbers. Do not write “the table above” (or below) or “the table on page 3.”

Table titles. In addition to numbering the tables, give every table a brief but clear and explanatory title.

Ex:

Table 3

Mean Performance Scores of Students With Different College Majors

(For more detailed information concerning the incorporation of tables into research material, refer to the *Publication Manual of the American Psychological Association*. A copy is available for use in the Writing Center, Wright 133.)