**STYLE GUIDE – DAYS, MONTHS & NUMBERS**

*This style guide includes the most common issues a school publication might encounter.*

**Days:** Do not abbreviate.

**Months:** Abbreviate with six or more letters if used with a specific date. Spell out those with five or fewer letters. *Aug. 13, June 6.* Always spell out a month when used without a specific date. *The season starts in September.*

**Spell out single-digit numbers,** including fractions. Use numerals for larger numbers. Use figures for hours of day, ages, sums of money, street numbers, percentages, dates, votes and scores.

The exceptions to this rule are:

• **Addresses:** 314 Main St.

• **Ages:** Always use figures. The 3-year-old screamed.

• **Cents:** 25 cents

• **Dollars:** $10, $1.2 billion

• **Dates:** March 15. Do not use ordinals (1st, 2nd, 3rd, 25th).

• **Dimensions:** She is 5 feet tall. The box is 3 feet high.

• **Grades:** Single letters get an s and an apostrophe. She gets all A’s in English but B’s in math.

• **Millions, billions:** 8 million people

• **Miles per hour:** mph is acceptable in all instances

• **Ordinal numbers:** Spell out first through ninth. Use figures for 10th and above. Do not use superscript.

• **Percentages:** Always use figures for percentages and spell out the word percent. 4 percent, 25 percent, 325 percent

• **Plural forms:** Numbers like 3s get the s but no apostrophe. (The same rule applies to decades: the 1960s.) Single letters like B’s get the s and an apostrophe. Multiple letters like ABCs get the s but no apostrophe.

• **Sentences:** Spell out numbers at the beginning of a sentence.

Exception to the exception – years.

1968 was one of the worst years in American history.

• **Sports scores:** Always use figures. Place a hyphen and no spaces between scores.

• **Temperatures:** 3 degrees, -20 degrees

• **Time:** 8 a.m. (not 8:00 a.m.), 12:30 p.m., 12 noon, 12 midnight

• **Zeros:** Do not use unnecessary zeros. Examples: Write seven cents rather than $.07. Write 10 a.m. instead of 10:00 a.m.