

AP Style Cheat Sheet

Numbers

- Roman Numerals
 - Used for wars & to show personal sequence for animals or people.
 - Ex. World War II & King George VI.
- Large Numbers
 - Use a hyphen to connect a word ending in “y” to another word.
 - Ex. One million two hundred seventy-six thousand.
- Sentence Start
 - Spell out a numeral at the beginning of the sentence.
 - Exception – If the number is a calendar year.
 - Ex. Fifteen crazy antelopes are running wildly.
 - Ex. 1492 was when Columbus arrived in America.
- Casual Uses
 - Spell out casual expressions.
 - Ex. I walked a quarter of a mile.
- Proper Names
 - Use words or numerals according to an organization’s practice.
 - Ex. Twentieth Century Fund
- Percents
 - Use numbers.
 - Use decimals, not fractions.
 - Spell out the word “percent,” do not use %
 - If it’s less than one, use zero before the decimal
 - Ex. 0.4 percent
- Fractions
 - Spell out the amount less than one, using a hyphen.
 - Ex. One-third
 - Use numbers for precise amounts larger than one.
- Decimals
 - Use a period & numbers.
 - Do not exceed two decimal places.
 - If it’s less than one, use a zero before the decimal place.
- In General
 - Spell out whole numbers less than ten.
 - Same thing in a series.
- Examples
 - Act 1, Scene 2
 - A 5-year-old girl
 - A 5-4 court decision
 - 2nd District
 - The 1980s, the ‘80s
 - No. 3

Addresses

- Numbers in addresses
 - Use figures (numbers) for address numbers.
 - Spell out & capitalize “First” through “Ninth” when they are street names.
- Abbreviations
 - Only use abbreviations with numbered addresses.
 - Spell them out & capitalize when it’s a street name without a number.

- Lower case & spell out when alone or with more than one street name.
- Ave., Blvd., St., Alley, Drive, Road, Terrace
- Ex. 36 Lincoln St., Cabot Street
- Ex. Pine and Cedar avenues
- States
 - Don't use zipcode abbreviations (MA, ME, etc.)
 - Place one comma between the city and the state name, and one after the state name.
 - Do not capitalize the word "state."

Scores

- Use numbers with a hyphen in between them.
- The winning/leading score always comes first.

Dates

- Use numbers without "-st," "-rd," "-th," or "-nd" (i.e. 1st, 2nd, 3rd, 4th, etc.)
- Capitalize the month.
- If used with a specific date, abbreviate the month.
- Ex. Jan. 2
- Ex. January 1980
- Ex. Jan. 2, 1980
- Only abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec.
- Always use numbers for years, no apostrophe when there's an "s"
- Ex. 1980s

Time

- Use numbers except for noon & midnight
- Use a colon to separate hours from minutes
- a.m. & p.m.
- Days of the Week
 - Always capitalize.
 - Abbreviate for specific dates
 - No period
 - Sun, Mon, Tues, Wed, Thurs, Fri, Sat

Money

- Dollars
 - Use the dollar sign in all cases except for casual references.
 - Use numbers.
 - Ex. \$4
 - Ex. "Dad, please give me a dollar."
 - For amounts over one million, use the dollar sign and numbers up to two decimal places.
 - Ex. "It's worth \$4.25 million."
 - Ex. "It's worth exactly \$4,252,142."
- Cents
 - If it's less than a dollar, spell out the word "cents" and use numbers.
 - If it's over a dollar, use the dollar sign and decimal system.
 - Ex. 5 cents, \$1.01