

Guidelines for Numbers and Units

- Use numerals rather than words for quantities that include units and/or are measured or counted (3 plastic members, 5 in.), as well as for percentages and decimals or fractions (200% improvement), unless the number is at the beginning of a sentence (Five different values for mass of clay were tested).
- Use a consistent system of units where possible.
- Units should be abbreviated. Leave a space between the number and the unit ((2 L bottle, 5 cm). Periods are not used following abbreviations except for the abbreviation for inch (in.), to avoid confusion with the word "in." Note that the abbreviation for liter is a capital L, to avoid confusion with the number 1.
- Do not use quotation marks for inches (0.75").
- Include a zero before the decimal point for values less than one (0.085).