Numbers & Statistical Notation EPSY 5245

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Use numerals for

1. Numbers 10 and greater
2. Numbers in an abstract
3. All numbers in graphical displays
4. Numbers associated with a measurement unit (mg, cm)
5. Numbers that represent
   1. Statistics
   2. Mathematical functions
   3. Fractions or decimals
   4. Percentages, percentiles, quartiles, or ratios
   5. Time, dates (use words for approximate numbers of days, months, and years)
   6. Ages
   7. Scores or points on a scale
   8. Exact amounts of money
6. Numbers that refer to a specific place in a numbered series, parts of books and tables

Use words for

1. A number that begins a sentence or title (but try to reword the sentence to avoid this)
2. Common fractions
3. Titles of objects or works (Five Pillars of Islam)

When working with statistics

1. Do not use a zero before the decimal when the value cannot be greater than 1.0
   1. Correlations, reliabilities
   2. Proportions
   3. Statistical significance
2. Regarding *p* values
   1. Report exact *p* values to two or three decimal places
   2. *p* values less than .001 should be reported as *p* < .001.
3. Report most inferential statistics to two decimals
   1. *t*, *F*, and χ2
   2. Italicize statistics and variables – those things that vary
   3. Do not italicize parameters (Greek symbols)
   4. For confidence intervals, use the format 95% CI [LL, UL]

Where LL is the lower limit and UL is the upper limit

This format also applies when CIs are reported in Tables

1. Symbols
   1. Use *N* for the total sample size
   2. Use *n* for subgroups or subsamples
   3. When associated with a numeral, use % and not “percent”
   4. Use % in tables and graphics