

Quick Reference for Styling

10-20	to	10 to 20	eagerly-awaited moment	to	eagerly awaited moment
000=00	to	000 = 00	e-mail	to	email
.5 percent	to	0.5 percent	Figure	to	figure
10 seedlings per hectare	to	10 seedlings/ha	(figure	to	(fig.
10 kg per hectare per year	to	10 kg/ha/year	forestland	to	forest land
10 meters	to	10 m	ft	to	feet
100° C	to	100 °C	ft ²	to	square feet
12,000 ha	to	12 000 ha	in.	to	inch or inches
19 fold	to	nineteenfold	in the U.S.	to	in the United States
1920's	to	1920s	internet	to	Internet
1989 to 1991	to	1989-91 but "from 1989 to 1991"	land-use change	to	land use change
2 x 4s	to	2 by 4s (lumber)	less than 5 percent	to	< 5 percent
200 plus day	to	200+ day	mid-1970's	to	mid-1970s
2 nd	to	2 ^d	National Forest	to	national forest
3 to 1 ratio	to	3-to-1 ratio	national forest system	to	National Forest System
30 ft	to	30 feet	non-commercial species	to	noncommercial species
9 fields, 8 of which...	to	nine fields, eight of which	nonfederal	to	non-Federal
		. . .			
16 fields, eight of which...	to	16 fields, 8 of which . . . ^b	one, two and three	to	one, two, and three
5 girls earned 75 cents an hour	to	five girls earned 75 cents per hour ^c	pre-settlement	to	presettlement
9 th century	to	ninth century (less than 10 th century)	<i>Quercus rubrus</i> L.	to	<i>Quercus rubrus</i> L.
a 20-ft ² increase	to	a 20-square-foot increase	(<i>Sassafras albidum</i> (Nutt.) Nees)	to	[<i>Sassafras albidum</i> (Nutt.) Nees]
%	to	percent	seed lot	to	seedlot
African American program	to	African-American Program	southern Appalachian Mountains	to	Southern Appalachian Mountains
Appendix A	to	appendix A	Southwestern Louisiana	to	southwestern Louisiana (direction)
(Brown 1999, 2001, Cram 2002)	to	(Brown 1999, 2001; Cram 2002)	southwestern U.S.	to	Southwestern United States (region)
(Brown et al. 1999, Allen and Brown 2000)	to	(Allen and Brown 2000, Brown and others 1999)	state	to	State (a U.S. State)
Buncombe County, North Carolina	to	Buncombe County, NC	Statewide	to	statewide
CDROM	to	CD-ROM	Table	to	table
Chapters 3 and 7	to	chapters 3 and 7	twentieth century	to	20 th century
(Cram 1999a, b)	to	(Cram 1999a, 1999b)	United States Government	to	U.S. Government
data base	to	database	web	to	Web
decision maker	to	decisionmaker	West Coast	to	west coast
			year 8	to	year eight

^a Note the space in 1000 ha in list of numbers with a space.

1 000 ha

12 000 ha

32 000 ha

^b A figure is used for a single number of 10 or more with the exception of the first word of the sentence. When 2 or more numbers appear in a sentence and 1 of them is 10 or more, figures are used for each number.

^c A unit of measurement, time, or money, which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.