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## Chicago manual of style numbers in text

Q. Should one hundred be repeated in the spelling number range such as one to three hundred (meaning 100 to 300)? Q. Phone number. The U.S. Convention is a kind of PRE-Number (Area Code). International is all over the place. Any suggestions for presenting it consistently? Specifically, I wanted to set style rules for my company, which is based in the US but mostly has international customers, so I wanted to enter the country code as well. I lean into the space that separates the elements: +1 222 333 4567. Any thoughts? Q. In the example of money in the debalan guide, I will not allow the last example, a loss of \$ 50 -\$60 million. Almost certainly a loss of \$50 million to \$60 million was intended, but its construction reads fifty dollars to sixty million dollars. Q. Our organization has recently clashed over the use of the term 1910s. The term will actually be used in photo captions in a book. I'm shocked! What do you think of this? Q. Are digits (e.g., 4, 8) appropriate for use in illustrations or diagrams to save space, even if they will be spelled in text (e.g., four, eight)? Q. In the following prose conversions, should it be written six feet (1.80 meters) or six feet (1.8 meters)? Q. Is there a correct way to write a range of only two numbers in a complete sentence? For example, June 3–4, or June 3 and 4? Pages 75–76, or pages 75 and 76? This problem becomes very ugly when referring to some numbers. For example, Events will take place November 3 and 4, 8 and 9, 15 and 16, and 21 and 22. Yuck. I say that for ease of reading, en dash will be used. However, I know that according to CMOS, the dash between two numbers implies up to and including, or through. With that in mind, should it be used, since no number appears between the two numbers cited? Or are those things too soothing? Q. My co-workers and I debated what exactly is an isolated word in CMOS 9.20 (an isolated reference to the amount of money spelled for an overall amount of a hundred or less). One opinion is that two or more references to the amount of money in one sentence no longer qualify as isolated, as in He has \$0.21 and he has \$21.00. Another opinion is that one sentence containing two or more references to the amount of money could still qualify as isolated if the text around him did not mention money, as in He has twenty-one cents and he has twenty-one dollars in passages that contrast the two people personally without any other reference to money. Can you finish our debate? Q. I wrote a fictional section that included a discussion about the Fujita scale of tornado intensity. I'm trying to write 318 miles per hour, wind speed over tornado F5. I know Manual wants most numbers spelled out to 999, but write three Eighteen miles an hour just doesn't look right. Q. This question/answer appears in the November Q. Q. Which is the proper spelling of the generic generic 30s and 40s or 30s and 40s? A. Chicago's preferred style is thirties and forties, but if you need to use numbers, we recommend leaving the apostrophe. The answer states we recommend to leave the apostrophe. Recommend a way to advise, appear to state that there is a choice, but in question, surely the apostrophe does not properly comply with the grammar rules? Thank you, and by the way, what has happened to the fun insinuation that used to appear in question and answer answers? Page 2 Q. Which is the proper spelling of the generic age: 30s and 40s or 30s and 40s? Q. Which is true: 12,000,000 or 12 million? Q. At work I was questioned about the use of numbers versus words in the following sentences: Table 7 reports the number of cases in which individual debtors apply for protection under Chapter 13 and states on Official Form 1 that they have filed cases for the previous eight years. I previously explained to this person that if you use a number for a number greater than 10 in one part of a sentence, you should also use a number for another similar number in a sentence that would normally be spelled. When he read the sentence quoted above, he asked why the second to last word (eight) was not replaced with the number (8), given that I had used the previous number in that sentence. I explained that the other figures are part of the table title, chapter of bankruptcy law, and form, so they are not in the same category as the last number and thus do not require me to write 8 years. Am I right? Q. When working with technical materials, what symbols should I use between dimensions? For example, in CMOS 3.27, the following example has a symbol that doesn't seem to match the multiplication symbol or lowercase x, and the symbol is elevated above the baseline: Oil on canvas, 45 × 38 cm. What symbols are called, and where is it discussed in the Manual? Q. I edited an article submitted to an anthropological journal, and the author referred to someone who was paid 2000 Euros for one night. Is this an acceptable way to say it, or should the € sign be used? Q. I edit math textbooks for American students, and although we have a copy of your fine manual in the office, I need help with a request from the author. When numbers are written in words, do you separate values with commas: for example, four thousand three hundred and twenty-one; Or, four thousand, three hundred, and twenty-one? I was hoping you could help. Q. Do you have a policy about peeing my pet? I think it's okay to write something like My office clock is 10am-11am, but it seems completely wrong when en-dash is used as a substitute for the word and or for. How can we make the world write My business hours from 10-11 am or My working hours between 10-11 am? Q. I took a college course in copyediting. My professor and I are having a discussion and I want to know who is right. We are presented with this sentence for correction: Of the 400 members, members, 300 are over 60 years old, but at least 50 are under the age of 30. I understand the rules stated in CMOS 9.2 and 9.4 will apply here and require that all numbers be spelled out. However, I chose to leave 60 and 30 in numerical form according to 9.7, which says that exceptions can be made to avoid groups of highly clustered spelling numbers. There are no guidelines stating when to apply exceptions, nor are there examples to lead me to definitive answers. Please, please. How do you decide? Q. Is it true to say \$3-5 million? Or should it be \$3 to \$5 million? Or \$3 million to \$5 million? Q. CMOS 9.37 seems pretty easy: Even, half, and quarter-hour times are usually spelled in text. I am an editor on a contract with one of the larger self-publishing companies. I recently got this note from the editorial staff: In some cases, you change references like 1:00 a.m. and 10:00 p.m. into one a.m. and ten p.m. . . . If you've found a specific Chicago rule to support the changes you've made, let me know and I'll be happy to skip the script as it is. However, I don't know the rules that would allow that. If you don't know a good one, would you please change the time reference with a.m. and p.m. back to the number form and resend? For seven years, I have spelled out the time of the day ending with :00, :15, :30, and :45, with or without a.m./p.m., if they do not seem to be very significant in context. This is the first time it has been asked. Page 3 Q. What is the correct way to report people's age? In what cases, if any, would it be acceptable to use numbers? Our company style guide follows CMOS, but recommends using numbers in the reporting age. I appreciate your guidance. Q. Hi, CMOS person, I don't seem to know if I should use numbers or spelling numbers with units of time—for example, seconds, minutes, hours, days, months, years. I'm not sure if it should be 2 to 4 weeks or two to four weeks; 30 years or thirty years; Etc. I think for numbers above 99, numbers are used, for example 230 seconds. I understand that numbers should be used with units of measure in general, such as kg, cm, ° C, and ° F, etc. Thank you for your help. Q. Hi. Is it acceptable to start a sentence with a mathematical variable? I have gone by thinking that because one spells out numbers when starting a sentence, one will not start a sentence with variables or other mathematical expressions. However, I have seen many such incidents in journal articles, making me think that the copy editor would make corrections if this was considered a stylistic error. I haven't been able to find any advice on this, and so I wonder about your attitude. Thank you. Q. A colleague wrote: The basement is about 5,700 square feet, but about 12,000 square feet are available on the eighth floor. I'm guessing the point is debatable, but which 12,000 square feet are available on the eighth floor? Q. If I express various percentages in statistically-heavy paragraphs of academic social science prose, what is the percent sign back and forth? For example, do 50 to 55% of respondents make sense, or should I use the percent sign after each number, making it 50% to 55% instead? What about the other units of measurement? Is it from 100 to 110km better or worse than from 100km to 110km? Q. I see that word in construction where clarity would not diminish without it. An example in the Q&A is That He thinks that, if he asks for direction, his membership in the human brotherhood will be revoked. I consider He thinks if he is. . . . That's right. Q. In a large document, I spell out a number below 100. For consistency, if I had a sentence with a list that included 99 and 101, I would write it as a number. Do these rules apply per sentence, per paragraph, per page, per report? This feels like a silly question, but to be honest I struggled with it. Q. In expressing statistical changes in GDP figures over the decades, is it most correct to write a 2000% increase, a 2,000% increase, or a 2,000 percent increase? Our copyeditor supports the second option, but the use of commas in that context doesn't sit right with me. Please advise. Q. I have been under the impression that the extension on the date (st, nd, rd, etc.) is appropriate when used with only one month (January 15) but is not used with respect to a year (January 15, 2009). Please let them know if this is true or give instructions otherwise. Q. This has to do with page ranges for bibliographies, as described in CMOS. It is clear that 125–29 is true and 125–129 is not. However, it is not clear what to do with ranges such as 145–155. Should it be 145–55 or 145–155? The problem comes from the explanation section which reads use two digits or more as needed and lack of examples to address this particular situation. I would have thought 145-55 was enough, but then, I didn't believe my own intuition because 125-9 seemed enough to me as well. And that's wrong. Please help! Page 4 Q. I wrote a dialogue with blood pressure values. I'm fine with my doctor saying, Your last reading was one twenty-nine. But what should I do with reading 101? One zero one sounds like Mr. Spock. One oh one is the way people talk, but oh may be confused by that cry. One hundred and one sounds like temperature, not blood pressure. Plus, this form will require me to use a hundred and twenty-nine, etc. One hundred and one may be true, but it sounds awkward, and may be confused by repetition: It's a hundred—one. Should I give up and use numbers? Q. How one writes ninety-two Fifty-five dollars in numbers? I should know this, but I'm confused. Q. CMOS says always use numbers for percentages. Good. But I'm editing a book One narrative paragraph uses percentages, and then the next paragraph uses percentages in the dialog. What to do? Here's an example: Steven was told that 78 percent of neighborhoods had been spared, yes, but what do we do about the remaining twenty-two percent? His moans. Q. I edited the songwriter's autobiography R&A: The delightful old B who wrote his song reached #3 on the Billboard charts, but later wrote about having a top ten hit. Are there any specific rules for documenting music charting, or should we spell all numerical positions to be consistent with CMOS? In a few paragraphs, he lists many of the chart positions achieved by his songs, making spelling difficult to read. I don't want to hurt her feelings by telling her that we just have to summarize her top charts achievements or put her in an appendix. Egad—am I too soft to be an editor? Q. In a work of fiction, should all numbers be spelled in dialogue? Q. When hours and minutes are mixed in sentences describing duration, are all numbers used? For example, does the Spacewalk last 7 hours 54 minutes or does the Spacewalk last seven hours and 54 minutes? Q. Hi—My Style Guide was buried in a box at home after moving in, and we had a debate at work. When should numbers be spelled, and when should they be written in numbers? Q. Our company always provides fees to clients in written and numerical form. For example, the fee for our service is two thousand one hundred and fifty dollars (\$2,150). One client has indicated that the amount in parentheses is negative and therefore we owe him money. How can we present numbers to clients in written and numerical form without the use of parentheses, which may indicate negative numbers? Q. When talking about the turn of the century (from 1899 to 1900), is it the turn of the nineteenth century or the turn of the twentieth century? It seems that from 1800 to 1899 it has been referred to as the nineteenth century, so the turn from 1899 to 1900 should be referred to as the turn of the nineteenth century. Please advise. Q. You've tripped me. I teach copyediting classes at Emerson College, where I have commissioned CMOS for many years as the required text. This term, I gave my class a quiz about using numbers where one of the questions is simple True or False about spelling out the whole number one to ninety-nine. Some students are wrong because, they insist, their books are determined numbers through a hundred. Sure, some students have one version 8.3 and the other. Since everyone uses the fourteenth edition, we are very curious—not to say confused. What's with the unique 8.3? Is there any other difference I should know about? I will any insight you can offer, especially since I have booked a book for next semester. Thank! Page 5 Q. Confusion: I saw September 11th (add th) in New Yorker magazine, where editing is usually superb, but rather old-fashioned. The New York Times refers to the date as 9/11 or 9/11 Sept. Please give me a rundown of your recommendations for this particular date, including use as an adjective (september 11 tragedy?). Or is it still too soon to have a standard set? Thank. I'm probably the 911st person who asked you this. Q. In recognized circumstances it is rare when you want to write down a large number of names, are there agreed guidelines for the use of the word and? Are six hundred and seventy-two or six hundred and seventy-two? I was taught my ex in elementary school; a colleague taught the latter, equally insistent. I should note that the word colleague is Canadian; is this probably a question of American versus British use? All consulted manuals, inexplicable, are silent about this issue. Q. In prose, when writing percentages, that is true: 10 percent; Ten percent, or 10%? Q. Dear style teacher, the rule is always to use numbers with percent, as in 1 percent, 100 percent, etc. Our question concerns zero percent. I say it should be spelled out, because your number rules apply to numbers ONE to one hundred. My coworkers say, no, you have to use 0. Who's right? What are the rules? Q. If a number should be written using words, are commas added in the same place as those used for digits? Example: 23,504,070; Twenty-three million, five hundred and four thousand, seventy. Thank! Q. I marched through budget documents, and I don't remember (that is, figuring out) whether the dollar amount was singular or plural. When written at the beginning of a sentence, it seems to me that the plural works better, since the subject of the sentence seems clearly composed of more than one item (Seven thousand dollars is required for. . . . However, when presented as \$7,000, the amount seems to be a single subject. Normally, I would avoid the whole problem by using an active rather than passive voice, but the local custom is to put the first number in a sentence (I think it's so our readers don't have to waste time reading the document to see how we come up with such outrageous budget requests). I've just moved on, and I haven't found my CMOS (I should have marked the box in neon orange). Can you help? Q. I edited some reports for my college. I had some good times in the 60s, was educated in the 70s, worked in the 80s and 90s, but the 00s baffled me. What do we call them? Their?

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