

## 7 Numbers and Units of Measurement

### 7.1 General Rules

Spell out whole numbers from zero through one hundred. Spell out whole numbers followed by “hundred,” “thousand,” and “hundred thousand.” Use numerals for whole numbers followed by “million,” “billion,” and so forth. Do not spell out dates. For ease of reading, it is acceptable to use numerals for any number when multiple numbers appear in a single text (refer to the *CMOS* for details).

78歳            seventy-eight years old

221か所        221 places

2億             200 million

Always spell out numbers that appear at the beginning of a sentence or recast the sentence to avoid starting with a number.

The year 2025 marks the 150th anniversary of . . .

*not*

2025 is the 150th anniversary of . . .

Use commas in numerals with four or more digits, including ordinal numbers, but excluding years. However, use commas in years of five digits or more.

1200周年	1,200th Anniversary
1989年	1989
前22000年頃	22,000 BCE
前3200年頃	3200 BCE

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**KNM** Spell out whole numbers followed by “million,” “billion,” and so forth.

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## 7.2 Ordinals

Spell out ordinals, excluding centuries in tombstone details, or centuries in parentheses. Do not use superscripts.

樂家第四代	the fourth head of the Raku family
7日目	the seventh day
15世紀	the fifteenth century

Use the plural form when denoting more than one century with ordinals combined with the term “and,” and when denoting a span of centuries with the term “through.” However, use the singular form for ranges expressed with “to,” alternatives expressed with “or,” and in compound modifiers.

12世紀および18世紀	in the twelfth and eighteenth centuries
8～10世紀	in the eighth through tenth centuries <i>but</i> from the eighth to tenth century
16世紀または17世紀	in the sixteenth or seventeenth century
17世紀と18世紀の ファッション	seventeenth- and eighteenth-century fashions

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**TNM** For museum labels, use numerals when denoting ordinals for centuries.

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## 7.3 Units of Measurement and Currency

Follow the units of measurement and currency used in the Japanese text but add a reference in parentheses with an approximation of a more familiar unit or currency when reasonable.

1.5億円	150 million yen (approx. 1.4 million USD)
一尺	one <i>shaku</i> (approx. 29.7 cm or 11.7 in.)

Do *not* use periods for metric abbreviations but *do* use periods for imperial abbreviations.

12 in.      1 ft.      10 mm      100 cm      1 m

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**NABUNKEN** Do *not* include the original measurement or currency unless the inclusion is contextually justified.

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**Kyuhaku** With the exception of currency, convert all Japanese measurements into metric system units, and bracket imperial system measurements.

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