Numbers

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- Numbers can be either spelled out (e.g. “Nine thousands”) or written in numerals (e.g. “9,000”). **Be consistent.**
- In case multiple numbers follow each other, write the first in numerals and spell the second one out (e.g. “3 nine-inch boards”).
- Use commas as separators (i.e. “10 thousand” = “**10,000**”).
- Use full stops for decimals (e.g. “**10.5**”).
- Only use numbers up to 99,999.
- In the case of millions, billions, etc, said word needs to follow the number and present a space (e.g. “**10 million**”), but only when it comes to “round numbers” (e.g. “**12 million**” or “**19 billion**”).

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