

- (1) In addition and subtraction, the result is rounded off to the last common digit occurring furthest to the right in all components. For example, 100 (assume 3 significant figures) + 23.643 (5 significant figures) = 123.643, which should be rounded to 124 (3 significant figures).
- (2) In multiplication and division, the result should be rounded off so as to have the same number of significant figures as in the component with the least number of significant figures. For example, 3.0 (2 significant figures) 12.60 (4 significant figures) = 37.8000 which should be rounded off to 38 (2 significant figures).

Rules for rounding off numbers

- (1) If the digit to be dropped is greater than 5, the last retained digit is increased by one. For example, 12.6 is rounded to 13.
- (2) If the digit to be dropped is less than 5, the last remaining digit is left as it is. For example, 12.4 is rounded to 12.
- (3) If the digit to be dropped is 5, and if any digit following it is not zero, the last remaining digit is increased by one. For example, 12.51 is rounded to 13.
- (4) If the digit to be dropped is 5 and is followed only by zeroes, the last remaining digit is increased by one if it is odd, but left as it is if even. For example, 11.5 is rounded to 12, 12.5 is rounded to 12.

This rule means that if the digit to be dropped is 5 followed only by zeroes, the result is always rounded to the even digit. The rationale is to avoid bias in rounding: half of the time we round up, half the time we round down.

General guidelines for using calculators

When using a calculator, if you work the entirety of a long calculation without writing down any intermediate results, you may not be able to tell if a error is made and, even if you realize that one has occurred, you may not be able to tell where the error is.

In a long calculation involving mixed operations, carry as many digits as possible through the entire set of calculations and then round the final result appropriately. For example,

$$(5.00 / 1.235) + 3.000 + (6.35 / 4.0) = 4.04858... + 3.000 + 1.5875 = 8.630829...$$

The first division should result in 3 significant figures; the last division should result in 2 significant figures; the three numbers added together should result in a number that is rounded off to the last common significant digit occurring furthest to the right (which in this case means the final result should be rounded with 1 digit after the decimal). The correct rounded final result should be 8.6. This final result has been limited by the accuracy in the last division.

Warning: carrying all digits through to the final result before rounding is critical for many mathematical operations in statistics. Rounding intermediate results when calculating sums of squares can seriously compromise the accuracy of the result.