

CHICAGO STYLE BOOK TABLE OF CONTENTS

THE ART OF CRAFTING A CHICAGO STYLE BOOK TABLE OF CONTENTS

CHICAGO STYLE BOOK TABLE OF CONTENTS IS MORE THAN JUST A LIST OF CHAPTERS; IT'S A CRUCIAL ROADMAP FOR YOUR READERS, GUIDING THEM THROUGH THE INTRICATE LANDSCAPE OF YOUR WRITTEN WORK. A WELL-STRUCTURED TABLE OF CONTENTS, ADHERING TO THE CHICAGO MANUAL OF STYLE, ENHANCES READABILITY, IMPROVES DISCOVERABILITY, AND SIGNALS PROFESSIONALISM. THIS COMPREHENSIVE GUIDE WILL DELVE INTO THE ESSENTIAL COMPONENTS, FORMATTING NUANCES, AND BEST PRACTICES FOR CREATING AN EFFECTIVE CHICAGO STYLE TABLE OF CONTENTS FOR YOUR BOOK. WE WILL EXPLORE THE PURPOSE, COMMON ELEMENTS, PLACEMENT, AND SPECIFIC STYLISTIC CONSIDERATIONS THAT ENSURE YOUR TABLE OF CONTENTS MEETS THE HIGH STANDARDS OF THIS ESTEEMED MANUAL. UNDERSTANDING THESE PRINCIPLES IS KEY TO PROVIDING YOUR READERS WITH A CLEAR AND NAVIGABLE EXPERIENCE.

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PURPOSE AND IMPORTANCE OF A CHICAGO STYLE BOOK TABLE OF CONTENTS

THE PRIMARY PURPOSE OF A TABLE OF CONTENTS (TOC) IN ANY BOOK, ESPECIALLY ONE FOLLOWING THE CHICAGO MANUAL OF STYLE, IS TO PROVIDE A STRUCTURED OVERVIEW OF THE WORK'S CONTENTS. IT ACTS AS AN INDISPENSABLE NAVIGATIONAL TOOL, ALLOWING READERS TO QUICKLY LOCATE SPECIFIC SECTIONS, CHAPTERS, OR TOPICS OF INTEREST. FOR ACADEMIC WORKS, RESEARCH PAPERS, OR COMPREHENSIVE NON-FICTION, A DETAILED TOC IS PARAMOUNT FOR READERS WHO NEED TO DELVE INTO PARTICULAR AREAS WITHOUT READING THE ENTIRE BOOK SEQUENTIALLY. BEYOND MERE NAVIGATION, A WELL-CRAFTED TOC COMMUNICATES THE BOOK'S ORGANIZATION AND SCOPE, GIVING POTENTIAL READERS A CLEAR UNDERSTANDING OF THE MATERIAL COVERED AND ITS LOGICAL PROGRESSION. THIS UPFRONT CLARITY CAN SIGNIFICANTLY INFLUENCE A READER'S DECISION TO ENGAGE WITH THE TEXT.

THE IMPORTANCE OF A CHICAGO STYLE TABLE OF CONTENTS EXTENDS TO ITS ROLE IN THE PUBLISHING PROCESS ITSELF. EDITORS AND PROOFREADERS RELY ON THE TOC FOR CHECKING CONSISTENCY IN CHAPTER TITLES AND NUMBERING. AUTHORS USE IT AS A FRAMEWORK DURING THE WRITING AND REVISION STAGES, ENSURING THAT THEIR CONTENT ALIGNS WITH THE INTENDED STRUCTURE. FURTHERMORE, A PROFESSIONALLY FORMATTED TOC REFLECTS POSITIVELY ON THE AUTHOR'S ATTENTION TO DETAIL AND THE PUBLISHER'S COMMITMENT TO QUALITY, ENHANCING THE OVERALL CREDIBILITY OF THE BOOK.

COMMON ELEMENTS IN A CHICAGO STYLE BOOK TABLE OF CONTENTS

A TYPICAL CHICAGO STYLE BOOK TABLE OF CONTENTS WILL INCLUDE SEVERAL KEY COMPONENTS, ORGANIZED HIERARCHICALLY TO REFLECT THE STRUCTURE OF THE BOOK. THE EXACT ELEMENTS CAN VARY DEPENDING ON THE COMPLEXITY AND GENRE OF THE WORK, BUT CERTAIN CATEGORIES ARE STANDARD. THESE ELEMENTS ENSURE THAT THE READER HAS A COMPREHENSIVE UNDERSTANDING OF WHERE TO FIND ALL THE INFORMATION CONTAINED WITHIN THE BOOK.

PRELIMINARY PAGES

WHILE NOT ALWAYS EXPLICITLY LISTED IN THE MAIN TOC, UNDERSTANDING PRELIMINARY ELEMENTS IS IMPORTANT FOR CONTEXT. THIS INCLUDES THE TITLE PAGE, COPYRIGHT PAGE, DEDICATION, ACKNOWLEDGMENTS, AND FOREWORD. THESE SECTIONS PRECEDE THE MAIN BODY OF THE TEXT AND ARE TYPICALLY NOT PAGINATED WITH ARABIC NUMERALS, OFTEN USING ROMAN NUMERALS INSTEAD. WHEN A TOC IS INCLUDED IN THE PRELIMINARY PAGES, IT MIGHT REFERENCE THESE SECTIONS IF THEY CONTAIN SIGNIFICANT CONTENT, THOUGH IT'S MORE COMMON FOR THE TOC ITSELF TO BE A PRELIMINARY SECTION.

MAIN BODY CHAPTERS

THIS IS THE CORE OF THE TABLE OF CONTENTS, LISTING EACH CHAPTER OF THE BOOK. CHAPTER TITLES SHOULD BE REPRODUCED EXACTLY AS THEY APPEAR IN THE TEXT. FOR LONGER WORKS, ESPECIALLY THOSE WITH COMPLEX STRUCTURES, SUBHEADINGS WITHIN CHAPTERS MAY ALSO BE INCLUDED IN THE TOC. THIS PROVIDES A MORE GRANULAR VIEW OF THE CONTENT AND ALLOWS READERS TO PINPOINT SPECIFIC DISCUSSIONS WITHIN A CHAPTER. THE CHICAGO MANUAL OF STYLE GENERALLY ADVISES INCLUDING SUBHEADINGS IN THE TOC IF THEY ARE SIGNIFICANT AND HELP BREAK DOWN THE CHAPTER'S CONTENT INTO MANAGEABLE PARTS.

APPENDICES AND SUPPLEMENTARY MATERIAL

IF A BOOK INCLUDES APPENDICES, THEY SHOULD BE CLEARLY LISTED IN THE TABLE OF CONTENTS. EACH APPENDIX, OFTEN DESIGNATED WITH A LETTER (E.G., APPENDIX A, APPENDIX B) OR A NUMBER, SHOULD BE FOLLOWED BY ITS TITLE. THIS SECTION MIGHT ALSO INCLUDE OTHER SUPPLEMENTARY MATERIALS SUCH AS GLOSSARIES, BIBLIOGRAPHIES, OR INDEXES, WHICH ARE USUALLY FOUND AT THE END OF THE BOOK. INCLUDING THESE IN THE TOC MAKES THEM EASILY ACCESSIBLE TO READERS WHO NEED TO REFER TO THEM.

END MATTER

THE END MATTER OF A BOOK TYPICALLY COMPRISES ELEMENTS THAT FOLLOW THE MAIN TEXT, SUCH AS BIBLIOGRAPHIES, INDEXES, AND SOMETIMES ACKNOWLEDGMENTS IF THEY ARE PLACED AT THE END. THESE ARE CRUCIAL COMPONENTS THAT READERS OFTEN CONSULT. THE TABLE OF CONTENTS SHOULD PROVIDE CLEAR ENTRIES FOR EACH OF THESE SECTIONS, TYPICALLY AT THE VERY END OF THE TOC LISTING, TO ENSURE THEY ARE NOT OVERLOOKED. THE CHICAGO MANUAL OF STYLE EMPHASIZES THE IMPORTANCE OF MAKING ALL PARTS OF THE BOOK DISCOVERABLE THROUGH THE TOC.

FORMATTING GUIDELINES FOR CHICAGO STYLE TABLE OF CONTENTS

ADHERING TO THE FORMATTING GUIDELINES OUTLINED IN THE CHICAGO MANUAL OF STYLE IS CRUCIAL FOR PRODUCING A PROFESSIONAL AND COMPLIANT TABLE OF CONTENTS. THESE GUIDELINES COVER PLACEMENT, NUMBERING, CAPITALIZATION, PUNCTUATION, AND THE USE OF PAGE NUMBERS. METICULOUS ATTENTION TO THESE DETAILS ENSURES CONSISTENCY AND

CLARITY FOR THE READER.

PLACEMENT WITHIN THE BOOK

THE TABLE OF CONTENTS IS TYPICALLY PLACED AFTER THE PRELIMINARY PAGES AND BEFORE THE MAIN BODY OF THE TEXT. FOR MOST BOOKS, IT WILL FOLLOW THE PREFACE, ACKNOWLEDGMENTS, AND OTHER INTRODUCTORY MATERIAL AND PRECEDE THE FIRST CHAPTER. IN SOME INSTANCES, A SHORTER, CHAPTER-ONLY TOC MIGHT APPEAR AT THE VERY END OF THE BOOK, BUT THE COMPREHENSIVE TOC IS ALMOST ALWAYS POSITIONED EARLY ON TO SERVE AS A GUIDE FROM THE OUTSET. THE CHICAGO STYLE MANUAL SUGGESTS THAT A TOC SHOULD APPEAR BEFORE THE MAIN TEXT BEGINS.

NUMBERING CONVENTIONS

THE CHICAGO MANUAL OF STYLE EMPLOYS A DUAL NUMBERING SYSTEM FOR BOOKS. PRELIMINARY PAGES ARE USUALLY NUMBERED WITH LOWERCASE ROMAN NUMERALS (I, II, III, ETC.), STARTING WITH THE TITLE PAGE OR COPYRIGHT PAGE AS PAGE I. THE MAIN BODY OF THE BOOK, BEGINNING WITH THE FIRST PAGE OF CHAPTER 1, IS NUMBERED WITH ARABIC NUMERALS (1, 2, 3, ETC.). THE TABLE OF CONTENTS ITSELF WILL APPEAR WITHIN THE PRELIMINARY SECTION AND THUS WILL USE ROMAN NUMERALS FOR ITS PAGINATION. THE PAGE NUMBERS LISTED IN THE TOC SHOULD CORRESPOND TO THE FIRST APPEARANCE OF THE CHAPTER OR SECTION IN THE MAIN BODY OF THE TEXT, WHICH WILL BE MARKED WITH ARABIC NUMERALS.

CAPITALIZATION AND PUNCTUATION

CAPITALIZATION FOR CHAPTER TITLES IN A CHICAGO STYLE TOC GENERALLY FOLLOWS THE STYLE USED FOR THE CHAPTER HEADINGS THEMSELVES. FOR EXAMPLE, IF CHAPTER TITLES USE SENTENCE CASE, THEY SHOULD BE LISTED IN SENTENCE CASE IN THE TOC. IF THEY USE TITLE CASE, THEN TITLE CASE IS USED IN THE TOC. PUNCTUATION IN A TOC IS TYPICALLY MINIMAL. A PERIOD IS GENERALLY NOT USED AT THE END OF AN ENTRY UNLESS THE ENTRY ITSELF IS A COMPLETE SENTENCE. LEADERS (DOTS) ARE OFTEN USED TO CONNECT THE ENTRY TITLE TO THE PAGE NUMBER, CREATING A VISUAL GUIDE ACROSS THE PAGE.

INDENTATION AND SPACING

INDENTATION IS KEY TO SHOWING THE HIERARCHY OF YOUR TABLE OF CONTENTS. MAJOR HEADINGS, SUCH AS CHAPTER TITLES, ARE TYPICALLY LEFT-ALIGNED. SUBHEADINGS, IF INCLUDED, ARE INDENTED BENEATH THEIR PARENT CHAPTER. THE AMOUNT OF INDENTATION SHOULD BE CONSISTENT THROUGHOUT THE TOC. SPACING BETWEEN ENTRIES SHOULD BE SUFFICIENT FOR READABILITY. A BLANK LINE BETWEEN MAJOR SECTIONS (E.G., BETWEEN CHAPTERS AND APPENDICES) CAN IMPROVE THE VISUAL ORGANIZATION. THE CHICAGO MANUAL OF STYLE RECOMMENDS CLEAR VISUAL SEPARATION FOR EASE OF READING.

USING PAGE NUMBERS

EACH ENTRY IN THE TABLE OF CONTENTS MUST BE ACCOMPANIED BY THE CORRECT PAGE NUMBER WHERE THAT SECTION BEGINS. THESE PAGE NUMBERS MUST BE ACCURATE AND CONSISTENT WITH THE PAGINATION OF THE BOOK. USING LEADERS (A SERIES OF DOTS) BETWEEN THE TITLE AND THE PAGE NUMBER IS A COMMON PRACTICE IN CHICAGO STYLE TOCS, GUIDING THE READER'S EYE FROM THE TITLE TO ITS CORRESPONDING PAGE. THE PAGE NUMBERS SHOULD ALIGN NEATLY ON THE RIGHT SIDE OF THE PAGE.

TIPS FOR CREATING AN EFFECTIVE TABLE OF CONTENTS

CRAFTING AN EFFECTIVE TABLE OF CONTENTS GOES BEYOND SIMPLY LISTING CHAPTER TITLES. IT REQUIRES CAREFUL CONSIDERATION OF CLARITY, ACCURACY, AND THE READER'S EXPERIENCE. BY FOLLOWING A FEW KEY PRINCIPLES, AUTHORS CAN CREATE A TOC THAT SIGNIFICANTLY ENHANCES THEIR BOOK'S USABILITY AND PROFESSIONAL APPEAL.

CLARITY AND CONCISENESS

CHAPTER TITLES IN THE TABLE OF CONTENTS SHOULD BE CLEAR, CONCISE, AND ACCURATELY REFLECT THE CONTENT OF THE CHAPTER. AVOID OVERLY LONG OR AMBIGUOUS TITLES. IF A CHAPTER HAS A COMPLEX SUBJECT, A BRIEF, DESCRIPTIVE TITLE IS PREFERABLE TO ONE THAT IS VAGUE. SIMILARLY, IF SUBHEADINGS ARE INCLUDED, THEY SHOULD ALSO BE CLEAR AND TO THE POINT, PROVIDING A GOOD SENSE OF WHAT IS DISCUSSED WITHIN THAT SPECIFIC SUBSECTION. THE GOAL IS TO GIVE THE READER A PRECISE UNDERSTANDING OF WHAT TO EXPECT WITHOUT UNNECESSARY JARGON.

ACCURACY AND CONSISTENCY

PERHAPS THE MOST CRITICAL ASPECT OF A TOC IS ITS ACCURACY. EVERY TITLE AND PAGE NUMBER MUST PRECISELY MATCH THE CONTENT OF THE BOOK. INCONSISTENCIES CAN LEAD TO FRUSTRATION FOR READERS TRYING TO LOCATE INFORMATION. ENSURE THAT THE CAPITALIZATION, SPELLING, AND WORDING OF CHAPTER AND SUBHEADING TITLES IN THE TOC ARE IDENTICAL TO THEIR APPEARANCE IN THE MAIN TEXT. THIS CONSISTENCY EXTENDS TO NUMBERING AND FORMATTING THROUGHOUT THE TOC ITSELF.

CONSIDER YOUR AUDIENCE

WHILE CHICAGO STYLE PROVIDES A FRAMEWORK, CONSIDER WHO WILL BE READING YOUR BOOK. FOR HIGHLY ACADEMIC OR TECHNICAL WORKS, A MORE DETAILED TOC WITH NUMEROUS SUBHEADINGS MIGHT BE BENEFICIAL. FOR A GENERAL READERSHIP, A SIMPLER TOC FOCUSING ON MAJOR CHAPTERS MIGHT SUFFICE. THE AIM IS TO PROVIDE A LEVEL OF DETAIL THAT BEST SERVES THE READER'S NEED TO NAVIGATE AND UNDERSTAND THE BOOK'S STRUCTURE. A WELL-THOUGHT-OUT TOC DEMONSTRATES RESPECT FOR THE READER'S TIME AND EFFORT.

WHEN TO INCLUDE A TABLE OF CONTENTS

THE INCLUSION OF A TABLE OF CONTENTS IS GENERALLY STANDARD PRACTICE FOR MOST PUBLISHED BOOKS, ESPECIALLY THOSE IN NON-FICTION GENRES, ACADEMIC WORKS, TEXTBOOKS, AND COMPREHENSIVE GUIDES. IT IS CONSIDERED AN ESSENTIAL ELEMENT FOR USABILITY AND PROFESSIONALISM. FOR SHORTER WORKS, SUCH AS NOVELLAS OR COLLECTIONS OF ESSAYS WITH A UNIFYING THEME, A TOC MIGHT STILL BE BENEFICIAL BUT COULD BE LESS DETAILED. FOR PURELY FICTIONAL NARRATIVES WHERE THE SEQUENTIAL READING EXPERIENCE IS PARAMOUNT AND THERE ARE NO DISTINCT SECTIONS REQUIRING NAVIGATION, A TOC IS OFTEN OMITTED. HOWEVER, EVEN IN FICTION, IF THE BOOK IS DIVIDED INTO PARTS OR HAS SIGNIFICANT THEMATIC SECTIONS, A TOC CAN BE A VALUABLE ADDITION.

VARIATIONS IN TABLE OF CONTENTS STYLE

WHILE THE CHICAGO MANUAL OF STYLE PROVIDES A FOUNDATIONAL APPROACH, SOME VARIATIONS IN TOC STYLE CAN OCCUR, OFTEN DICTATED BY THE PUBLISHER'S SPECIFIC HOUSE STYLE OR THE NATURE OF THE BOOK. FOR INSTANCE, SOME PUBLISHERS MIGHT OPT FOR A SIMPLER TOC THAT ONLY LISTS CHAPTER TITLES WITHOUT SUBHEADINGS TO MAINTAIN A

CLEANER AESTHETIC. OTHERS MIGHT PREFER A MORE DETAILED TOC THAT INCLUDES ALL SUBHEADINGS FOR MAXIMUM READER GUIDANCE. THE USE OF LEADERS (DOTS) IS COMMON BUT NOT UNIVERSALLY APPLIED; SOME TOCs MIGHT USE JUST SPACES. THE DEPTH OF THE TOC—HOW MANY LEVELS OF SUBHEADINGS ARE INCLUDED—IS ANOTHER AREA WHERE VARIATIONS OCCUR. HOWEVER, REGARDLESS OF THESE MINOR STYLISTIC DIFFERENCES, THE CORE PRINCIPLES OF ACCURACY, CLARITY, AND CLEAR HIERARCHICAL PRESENTATION REMAIN CONSISTENT WITH CHICAGO STYLE EXPECTATIONS.

FAQ

Q: WHAT IS THE PRIMARY FUNCTION OF A TABLE OF CONTENTS IN CHICAGO STYLE?

A: THE PRIMARY FUNCTION OF A TABLE OF CONTENTS IN CHICAGO STYLE IS TO SERVE AS A NAVIGATIONAL AID FOR READERS, ALLOWING THEM TO QUICKLY LOCATE SPECIFIC CHAPTERS, SECTIONS, OR TOPICS WITHIN THE BOOK. IT ALSO PROVIDES AN OVERVIEW OF THE BOOK'S STRUCTURE AND SCOPE, ENHANCING READABILITY AND PROFESSIONAL PRESENTATION.

Q: WHERE SHOULD A TABLE OF CONTENTS BE PLACED IN A CHICAGO STYLE BOOK?

A: IN A CHICAGO STYLE BOOK, THE TABLE OF CONTENTS IS TYPICALLY PLACED AFTER THE PRELIMINARY PAGES (SUCH AS THE TITLE PAGE, COPYRIGHT PAGE, ACKNOWLEDGMENTS, AND PREFACE) AND BEFORE THE MAIN BODY OF THE TEXT BEGINS WITH THE FIRST CHAPTER.

Q: HOW ARE PRELIMINARY PAGES AND THE MAIN BODY OF A BOOK TYPICALLY PAGINATED IN CHICAGO STYLE, AND HOW DOES THIS AFFECT THE TOC?

A: PRELIMINARY PAGES IN CHICAGO STYLE ARE USUALLY NUMBERED WITH LOWERCASE ROMAN NUMERALS (i, ii, iii...). THE MAIN BODY OF THE BOOK, STARTING FROM CHAPTER 1, IS NUMBERED WITH ARABIC NUMERALS (1, 2, 3...). THE TABLE OF CONTENTS ITSELF IS PART OF THE PRELIMINARY PAGES AND THEREFORE USES ROMAN NUMERALS FOR ITS PAGINATION. THE PAGE NUMBERS LISTED IN THE TOC THEN CORRESPOND TO THE ARABIC NUMERAL PAGE NUMBERS IN THE MAIN BODY OF THE TEXT.

Q: SHOULD I INCLUDE SUBHEADINGS IN MY CHICAGO STYLE TABLE OF CONTENTS?

A: INCLUDING SUBHEADINGS IN YOUR CHICAGO STYLE TABLE OF CONTENTS IS GENERALLY RECOMMENDED IF THEY ARE SIGNIFICANT AND HELP TO BREAK DOWN THE CONTENT OF A CHAPTER INTO MANAGEABLE PARTS. THE CHICAGO MANUAL OF STYLE SUGGESTS INCLUDING THEM IF THEY CONTRIBUTE TO THE CLARITY AND NAVIGABILITY OF THE TEXT FOR THE READER.

Q: HOW SHOULD CHAPTER TITLES AND SUBHEADINGS BE CAPITALIZED IN A CHICAGO STYLE TABLE OF CONTENTS?

A: CAPITALIZATION IN A CHICAGO STYLE TABLE OF CONTENTS SHOULD MIRROR THE CAPITALIZATION USED FOR THE CHAPTER TITLES AND SUBHEADINGS WITHIN THE MAIN TEXT OF THE BOOK. IF TITLES USE SENTENCE CASE, THEY SHOULD APPEAR IN SENTENCE CASE IN THE TOC; IF THEY USE TITLE CASE, THEN TITLE CASE SHOULD BE USED.

Q: WHAT IS THE ROLE OF LEADERS (DOTS) IN A CHICAGO STYLE TABLE OF CONTENTS?

A: LEADERS, TYPICALLY A SERIES OF DOTS, ARE COMMONLY USED IN CHICAGO STYLE TABLE OF CONTENTS TO VISUALLY CONNECT THE CHAPTER OR SECTION TITLE TO ITS CORRESPONDING PAGE NUMBER. THEY CREATE A CLEAR VISUAL PATHWAY ACROSS THE PAGE, GUIDING THE READER'S EYE AND IMPROVING READABILITY.

Q: ARE THERE ANY MANDATORY ELEMENTS THAT MUST BE IN A CHICAGO STYLE BOOK TABLE OF CONTENTS?

A: WHILE THE CHICAGO MANUAL OF STYLE PROVIDES GUIDELINES, THERE ARE NO STRICTLY MANDATORY ELEMENTS FOR EVERY SINGLE BOOK. HOWEVER, FOR MOST NON-FICTION AND ACADEMIC WORKS, IT IS ESSENTIAL TO LIST ALL MAIN CHAPTERS AND SIGNIFICANT SECTIONS LIKE APPENDICES AND END MATTER (BIBLIOGRAPHY, INDEX). THE LEVEL OF DETAIL FOR SUBHEADINGS CAN VARY.

Q: CAN I USE A DIFFERENT STYLE FOR MY TABLE OF CONTENTS IF IT'S NOT ACADEMIC?

A: WHILE CHICAGO STYLE OFFERS A COMPREHENSIVE FRAMEWORK, THE SPECIFIC PUBLISHER OR PROJECT MIGHT ALLOW FOR MINOR STYLISTIC VARIATIONS, ESPECIALLY FOR NON-ACADEMIC WORKS, AS LONG AS CLARITY AND READABILITY ARE MAINTAINED. HOWEVER, FOR ANY SUBMISSION THAT EXPLICITLY REQUIRES ADHERENCE TO CHICAGO STYLE, THE MANUAL'S GUIDELINES SHOULD BE FOLLOWED CLOSELY.

Q: HOW DO I ENSURE ACCURACY IN MY TABLE OF CONTENTS?

A: TO ENSURE ACCURACY, METICULOUSLY CHECK THAT EVERY CHAPTER TITLE, SUBHEADING, AND PAGE NUMBER IN THE TABLE OF CONTENTS EXACTLY MATCHES ITS APPEARANCE AND LOCATION IN THE MAIN BODY OF THE BOOK. IT IS ADVISABLE TO PROOFREAD THE TOC AGAINST THE FINAL VERSION OF THE TEXT AFTER ALL EDITS AND PAGINATION ARE COMPLETE.

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