

CHICAGO STYLE ESSAY TUTORIAL

CRAFTING A HIGH-QUALITY CHICAGO STYLE ESSAY: A COMPREHENSIVE TUTORIAL

UNDERSTANDING THE BASICS OF CHICAGO STYLE

CHICAGO STYLE ESSAY TUTORIAL: NAVIGATING THE INTRICACIES OF ACADEMIC WRITING CAN BE A DAUNTING TASK FOR MANY STUDENTS. AMONG THE VARIOUS CITATION STYLES, CHICAGO STYLE, ALSO KNOWN AS THE CHICAGO MANUAL OF STYLE (CMOS), PRESENTS ITS OWN UNIQUE SET OF RULES AND CONVENTIONS. THIS COMPREHENSIVE TUTORIAL AIMS TO DEMYSTIFY THE CHICAGO STYLE FOR ESSAY WRITING, COVERING EVERYTHING FROM BASIC FORMATTING AND IN-TEXT CITATIONS TO BIBLIOGRAPHY ENTRIES. WE WILL EXPLORE BOTH THE AUTHOR-DATE AND NOTES-BIBLIOGRAPHY SYSTEMS, PROVIDING CLEAR EXAMPLES AND PRACTICAL ADVICE TO ENSURE YOUR ESSAYS MEET ACADEMIC STANDARDS. UNDERSTANDING THESE ELEMENTS IS CRUCIAL FOR ACADEMIC INTEGRITY AND FOR PRESENTING YOUR RESEARCH EFFECTIVELY, WHETHER YOU'RE WORKING ON A HISTORY PAPER, A LITERATURE REVIEW, OR A SOCIAL SCIENCE PROJECT.

- INTRODUCTION TO CHICAGO STYLE
- THE TWO SYSTEMS: NOTES-BIBLIOGRAPHY VS. AUTHOR-DATE
- GENERAL FORMATTING GUIDELINES
- CRAFTING EFFECTIVE IN-TEXT CITATIONS (NOTES-BIBLIOGRAPHY SYSTEM)
- DEVELOPING COMPREHENSIVE FOOTNOTES AND ENDNOTES
- CREATING A BIBLIOGRAPHY (NOTES-BIBLIOGRAPHY SYSTEM)
- MASTERING IN-TEXT CITATIONS (AUTHOR-DATE SYSTEM)
- COMPILING A REFERENCE LIST (AUTHOR-DATE SYSTEM)
- COMMON FORMATTING CHALLENGES AND SOLUTIONS
- CONCLUSION

CHOOSING THE RIGHT CHICAGO STYLE SYSTEM

THE CHICAGO MANUAL OF STYLE OFFERS TWO DISTINCT SYSTEMS FOR CITING SOURCES: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. THE CHOICE BETWEEN THESE TWO SYSTEMS TYPICALLY DEPENDS ON THE ACADEMIC DISCIPLINE OR THE SPECIFIC REQUIREMENTS OF YOUR INSTRUCTOR OR PUBLICATION. THE NOTES-BIBLIOGRAPHY SYSTEM IS MORE COMMONLY FOUND IN THE HUMANITIES, PARTICULARLY IN HISTORY, LITERATURE, AND THE ARTS. IT UTILIZES FOOTNOTES OR ENDNOTES FOR CITATIONS AND A BIBLIOGRAPHY AT THE END OF THE PAPER. THE AUTHOR-DATE SYSTEM, ON THE OTHER HAND, IS PREVALENT IN THE SOCIAL SCIENCES AND SOME NATURAL SCIENCES. IT EMPLOYS PARENTHETICAL IN-TEXT CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, FOLLOWED BY A REFERENCE LIST OF ALL CITED SOURCES.

THE NOTES-BIBLIOGRAPHY SYSTEM: IN-DEPTH EXPLANATION

THE NOTES-BIBLIOGRAPHY SYSTEM IS CHARACTERIZED BY ITS USE OF NUMBERED FOOTNOTES OR ENDNOTES TO PROVIDE CITATION INFORMATION DIRECTLY WITHIN THE TEXT. EACH NOTE CORRESPONDS TO A NUMBER EMBEDDED IN THE ESSAY. WHEN A READER ENCOUNTERS A SUPERScript NUMBER, THEY CAN REFER TO THE CORRESPONDING NOTE AT THE BOTTOM OF THE PAGE

(FOOTNOTE) OR AT THE END OF THE DOCUMENT (ENDNOTE) FOR THE SOURCE DETAILS. THIS SYSTEM ALLOWS FOR EXTENSIVE COMMENTARY AND SUPPLEMENTAL INFORMATION TO BE INCLUDED ALONGSIDE THE CITATION, MAKING IT VERSATILE FOR DETAILED SCHOLARLY WORK. IT'S IMPORTANT TO UNDERSTAND THAT THE FIRST CITATION OF A SOURCE IN A NOTE IS TYPICALLY MORE DETAILED THAN SUBSEQUENT CITATIONS OF THE SAME SOURCE.

CRAFTING EFFECTIVE FOOTNOTES AND ENDNOTES

WHEN CREATING FOOTNOTES OR ENDNOTES IN THE NOTES-BIBLIOGRAPHY SYSTEM, THE GOAL IS TO PROVIDE SUFFICIENT INFORMATION FOR THE READER TO LOCATE THE ORIGINAL SOURCE. THE INITIAL NOTE FOR A SOURCE SHOULD INCLUDE THE AUTHOR'S FULL NAME, THE FULL TITLE OF THE WORK (ITALICIZED FOR BOOKS AND IN QUOTATION MARKS FOR ARTICLES OR CHAPTERS), PUBLICATION DETAILS (CITY, PUBLISHER, YEAR), AND SPECIFIC PAGE NUMBERS BEING REFERENCED. SUBSEQUENT CITATIONS OF THE SAME SOURCE CAN BE SHORTENED, OFTEN USING JUST THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER, OR THE TERM "IBID." (IF THE CITATION IMMEDIATELY FOLLOWS THE PREVIOUS ONE AND REFERS TO THE SAME SOURCE AND PAGE). CONSISTENCY IN FORMATTING THESE NOTES IS PARAMOUNT FOR CLARITY AND PROFESSIONALISM.

COMPILING A COMPREHENSIVE BIBLIOGRAPHY

THE BIBLIOGRAPHY IS AN ESSENTIAL COMPONENT OF THE NOTES-BIBLIOGRAPHY SYSTEM, APPEARING AT THE END OF THE ESSAY. IT SERVES AS A COMPLETE LIST OF ALL THE SOURCES CITED WITHIN THE TEXT. EACH ENTRY IN THE BIBLIOGRAPHY SHOULD BE ALPHABETIZED BY THE AUTHOR'S LAST NAME. THE FORMATTING FOR BIBLIOGRAPHY ENTRIES IS SIMILAR TO THAT OF THE FIRST NOTE FOR A SOURCE, BUT WITH KEY DIFFERENCES. FOR EXAMPLE, THE AUTHOR'S LAST NAME TYPICALLY PRECEDES THEIR FIRST NAME, AND PUNCTUATION CONVENTIONS ARE SPECIFIC. ENTRIES FOR BOOKS INCLUDE AUTHOR, TITLE, PUBLICATION CITY, PUBLISHER, AND YEAR, WHILE ENTRIES FOR ARTICLES IN JOURNALS OR MAGAZINES REQUIRE ARTICLE TITLE, JOURNAL TITLE, VOLUME, ISSUE, DATE, AND PAGE RANGE. A WELL-CONSTRUCTED BIBLIOGRAPHY NOT ONLY ACKNOWLEDGES YOUR SOURCES BUT ALSO DEMONSTRATES THE BREADTH OF YOUR RESEARCH.

THE AUTHOR-DATE SYSTEM: A PRACTICAL GUIDE

THE AUTHOR-DATE SYSTEM SIMPLIFIES IN-TEXT CITATIONS BY EMBEDDING SOURCE INFORMATION DIRECTLY WITHIN THE NARRATIVE. INSTEAD OF FOOTNOTES OR ENDNOTES, YOU WILL INSERT PARENTHETICAL CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. FOR INSTANCE, (SMITH 2020) WOULD INDICATE A SOURCE BY SMITH PUBLISHED IN 2020. IF YOU ARE REFERRING TO A SPECIFIC PART OF THE WORK, YOU WOULD ALSO INCLUDE THE PAGE NUMBER, SUCH AS (SMITH 2020, 45). THIS METHOD IS HIGHLY EFFICIENT FOR QUICKLY REFERENCING SOURCES WITHOUT INTERRUPTING THE FLOW OF THE TEXT WITH EXTENSIVE FOOTNOTES. IT IS CRUCIAL THAT EVERY IN-TEXT CITATION CORRESPONDS TO AN ENTRY IN THE REFERENCE LIST.

MASTERING IN-TEXT CITATIONS (AUTHOR-DATE)

WHEN USING THE AUTHOR-DATE SYSTEM, DIRECT QUOTES MUST BE ACCOMPANIED BY A PAGE NUMBER WITHIN THE PARENTHETICAL CITATION. FOR PARAPHRASED OR SUMMARIZED INFORMATION, THE PAGE NUMBER IS OFTEN OPTIONAL BUT HIGHLY RECOMMENDED FOR CLARITY, ESPECIALLY IF YOU ARE DRAWING FROM A SPECIFIC SECTION OF A WORK. IF AN AUTHOR HAS MULTIPLE PUBLICATIONS IN THE SAME YEAR, THEY ARE DISTINGUISHED BY ADDING LOWERCASE LETTERS TO THE YEAR (E.G., SMITH 2020A, SMITH 2020B). WHEN CITING A WORK WITH MULTIPLE AUTHORS, THE RULES VARY: TWO AUTHORS ARE LISTED WITH AN AMPERSAND (JONES & WILLIAMS 2021), WHILE THREE OR MORE AUTHORS ARE CITED BY THE FIRST AUTHOR'S NAME FOLLOWED BY "ET AL." (DAVIS ET AL. 2019). PROPER INTEGRATION OF THESE CITATIONS INTO YOUR SENTENCES IS KEY TO MAINTAINING READABILITY.

COMPILING A REFERENCE LIST (AUTHOR-DATE)

THE REFERENCE LIST, ALSO KNOWN AS THE WORKS CITED LIST IN THIS SYSTEM, APPEARS AT THE END OF YOUR ESSAY. IT CONTAINS A COMPREHENSIVE ALPHABETICAL LISTING OF ALL THE SOURCES YOU HAVE CITED WITHIN YOUR PAPER. EACH ENTRY IN THE REFERENCE LIST PROVIDES FULL BIBLIOGRAPHIC INFORMATION. THE FORMATTING FOR BOOKS INCLUDES AUTHOR, YEAR, TITLE, AND PUBLICATION DETAILS. FOR ARTICLES, IT INCLUDES AUTHOR, YEAR, ARTICLE TITLE, JOURNAL TITLE, VOLUME, ISSUE, AND PAGE RANGE. THE AUTHOR-DATE SYSTEM TYPICALLY PLACES THE PUBLICATION YEAR IMMEDIATELY AFTER THE AUTHOR'S NAME. ENSURING EVERY IN-TEXT CITATION HAS A CORRESPONDING ENTRY IN THE REFERENCE LIST, AND VICE VERSA, IS VITAL FOR ACADEMIC HONESTY AND ACCURACY.

GENERAL FORMATTING GUIDELINES FOR CHICAGO STYLE ESSAYS

BEYOND CITATION SPECIFICS, CHICAGO STYLE ALSO DICTATES GENERAL FORMATTING FOR YOUR ESSAY. MARGINS SHOULD TYPICALLY BE ONE INCH ON ALL SIDES. THE PAPER SHOULD BE DOUBLE-SPACED THROUGHOUT, INCLUDING BLOCK QUOTES, FOOTNOTES, ENDNOTES, AND THE BIBLIOGRAPHY OR REFERENCE LIST. FONT CHOICES ARE USUALLY STANDARD, SUCH AS TIMES NEW ROMAN OR ARIAL, IN A 12-POINT SIZE. PAGE NUMBERS ARE GENERALLY PLACED IN THE UPPER RIGHT-HAND CORNER, STARTING WITH THE FIRST PAGE OF THE TEXT. TITLE PAGES ARE SOMETIMES REQUIRED, ESPECIALLY FOR DISSERTATIONS OR THESES, AND FOLLOW SPECIFIC LAYOUT CONVENTIONS. ADHERING TO THESE FORMATTING STANDARDS CREATES A POLISHED AND PROFESSIONAL PRESENTATION OF YOUR WORK, MAKING IT EASIER FOR YOUR READERS TO ENGAGE WITH YOUR CONTENT.

TITLE PAGE AND RUNNING HEADS

A TITLE PAGE IN CHICAGO STYLE IS TYPICALLY STRAIGHTFORWARD. IT INCLUDES THE FULL TITLE OF THE ESSAY, THE AUTHOR'S NAME, THE COURSE NAME, THE INSTRUCTOR'S NAME, AND THE DATE. EACH OF THESE ELEMENTS IS USUALLY CENTERED ON THE PAGE. FOR RUNNING HEADS, WHICH ARE ABBREVIATED TITLES THAT APPEAR AT THE TOP OF EACH PAGE (USUALLY ON THE LEFT OR RIGHT SIDE), THE NOTES-BIBLIOGRAPHY SYSTEM OFTEN OMITTS THEM, WHILE THE AUTHOR-DATE SYSTEM MAY REQUIRE THEM, ESPECIALLY IN THESES OR DISSERTATIONS. ALWAYS CHECK YOUR SPECIFIC ASSIGNMENT GUIDELINES TO CONFIRM WHETHER A TITLE PAGE AND RUNNING HEADS ARE NECESSARY AND HOW THEY SHOULD BE FORMATTED.

BLOCK QUOTES AND OTHER TEXTUAL ELEMENTS

WHEN QUOTING MORE THAN FOUR LINES OF PROSE OR MORE THAN THREE LINES OF POETRY, CHICAGO STYLE REQUIRES THE USE OF BLOCK QUOTES. THESE ARE SET OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTE FROM THE LEFT MARGIN. BLOCK QUOTES ARE TYPICALLY SINGLE-SPACED, EVEN IN A DOUBLE-SPACED DOCUMENT, AND DO NOT USE QUOTATION MARKS AROUND THEM. THE CITATION FOR A BLOCK QUOTE FOLLOWS THE SAME RULES AS INLINE CITATIONS, USUALLY APPEARING AFTER THE FINAL PUNCTUATION MARK. CAREFUL FORMATTING OF BLOCK QUOTES ENSURES THAT THEY ARE VISUALLY DISTINCT AND PROPERLY ATTRIBUTED, ENHANCING THE READABILITY OF YOUR ESSAY.

COMMON CHALLENGES AND SOLUTIONS IN CHICAGO STYLE

STUDENTS OFTEN ENCOUNTER SPECIFIC CHALLENGES WHEN WORKING WITH CHICAGO STYLE, SUCH AS CITING ELECTRONIC SOURCES, HANDLING WORKS WITH MULTIPLE AUTHORS OR EDITORS, AND ENSURING CONSISTENCY ACROSS DIFFERENT TYPES OF REFERENCES. FOR ELECTRONIC SOURCES LIKE WEBSITES OR ONLINE ARTICLES, THE SPECIFIC FORMAT FOR NOTES AND BIBLIOGRAPHIES WILL DEPEND ON WHETHER THE SOURCE IS CONSIDERED "PUBLISHED" (LIKE AN ONLINE JOURNAL) OR "UNPUBLISHED" (LIKE A PERSONAL WEBPAGE). THE KEY IS TO PROVIDE AS MUCH IDENTIFYING INFORMATION AS POSSIBLE, INCLUDING URLS AND ACCESS DATES. FOR WORKS WITH MULTIPLE AUTHORS OR EDITORS, REMEMBER THE SPECIFIC RULES FOR LISTING THEM IN NOTES AND BIBLIOGRAPHIES, AND IN THE CASE OF THE AUTHOR-DATE SYSTEM, FOR IN-TEXT CITATIONS.

CITING DIVERSE SOURCE TYPES

THE COMPLEXITY OF RESEARCH TODAY MEANS YOU'LL LIKELY CITE A VARIETY OF SOURCES, FROM BOOKS AND JOURNAL ARTICLES TO WEBSITES, INTERVIEWS, AND EVEN SOCIAL MEDIA. EACH SOURCE TYPE HAS SPECIFIC CITATION REQUIREMENTS WITHIN CHICAGO STYLE. FOR INSTANCE, CITING A PERSONAL INTERVIEW WILL DIFFER SIGNIFICANTLY FROM CITING A GOVERNMENT REPORT. IT IS CRUCIAL TO CONSULT A RELIABLE GUIDE, SUCH AS THE CHICAGO MANUAL OF STYLE ITSELF OR A REPUTABLE ONLINE RESOURCE THAT SUMMARIZES ITS GUIDELINES, TO ENSURE ACCURACY FOR EACH UNIQUE SOURCE. PAYING CLOSE ATTENTION TO THE DETAILS OF EACH SOURCE TYPE WILL PREVENT ERRORS AND MAINTAIN THE INTEGRITY OF YOUR WORK.

ENSURING CONSISTENCY AND ACCURACY

THE MOST COMMON PITFALL IN CHICAGO STYLE, OR ANY CITATION STYLE, IS INCONSISTENCY. THIS CAN MANIFEST IN VARIATIONS IN PUNCTUATION, CAPITALIZATION, OR THE INCLUSION OF SPECIFIC BIBLIOGRAPHIC DETAILS. ESTABLISHING A CLEAR

SYSTEM AND STICKING TO IT THROUGHOUT YOUR ESSAY IS VITAL. MANY WRITERS FIND IT HELPFUL TO CREATE A TEMPLATE FOR EACH TYPE OF SOURCE THEY USE, ENSURING THAT ALL CITATIONS FOR THAT TYPE FOLLOW THE SAME FORMAT. PROOFREADING YOUR ENTIRE PAPER SPECIFICALLY FOR CITATION ERRORS IS AN ESSENTIAL FINAL STEP. A METICULOUS APPROACH TO CITATIONS REFLECTS A THOROUGH AND CAREFUL RESEARCHER.

BY UNDERSTANDING AND DILIGENTLY APPLYING THE PRINCIPLES OF CHICAGO STYLE, YOU CAN PRODUCE ACADEMIC ESSAYS THAT ARE NOT ONLY WELL-RESEARCHED AND INSIGHTFUL BUT ALSO IMPECCABLY FORMATTED AND CITED. THIS TUTORIAL HAS PROVIDED A FOUNDATIONAL UNDERSTANDING, BUT REMEMBER THAT CONTINUOUS REFERENCE TO AUTHORITATIVE STYLE GUIDES WILL BE YOUR BEST ALLY IN MASTERING THIS COMPREHENSIVE CITATION SYSTEM. THE EFFORT INVESTED IN CORRECTLY IMPLEMENTING CHICAGO STYLE WILL UNDOUBTEDLY ENHANCE THE CREDIBILITY AND IMPACT OF YOUR SCHOLARLY WORK, DEMONSTRATING YOUR COMMITMENT TO ACADEMIC RIGOR AND CLEAR COMMUNICATION.

FREQUENTLY ASKED QUESTIONS ABOUT CHICAGO STYLE ESSAY TUTORIAL

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN HOW CITATIONS ARE PRESENTED WITHIN THE TEXT. THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR DETAILED CITATIONS, WHILE THE AUTHOR-DATE SYSTEM USES BRIEF PARENTHETICAL CITATIONS (AUTHOR, YEAR) IN THE TEXT, CORRESPONDING TO A REFERENCE LIST AT THE END. THE NOTES-BIBLIOGRAPHY SYSTEM IS MORE COMMON IN THE HUMANITIES, WHEREAS THE AUTHOR-DATE SYSTEM IS FREQUENTLY USED IN THE SOCIAL SCIENCES.

Q: HOW DO I FORMAT A BOOK CITATION IN A CHICAGO STYLE FOOTNOTE USING THE NOTES-BIBLIOGRAPHY SYSTEM?

A: FOR THE FIRST FOOTNOTE CITATION OF A BOOK, YOU WOULD TYPICALLY INCLUDE THE AUTHOR'S FULL NAME, THE FULL TITLE OF THE BOOK IN ITALICS, THE PUBLICATION CITY, THE PUBLISHER, AND THE YEAR OF PUBLICATION, FOLLOWED BY THE SPECIFIC PAGE NUMBER(S) REFERENCED. FOR EXAMPLE: JOHN SMITH, *THE HISTORY OF WRITING* (NEW YORK: ACADEMIC PRESS, 2022), 45.

Q: WHEN USING THE AUTHOR-DATE SYSTEM, WHAT INFORMATION GOES INTO THE PARENTHETICAL IN-TEXT CITATION?

A: THE BASIC IN-TEXT CITATION FOR THE AUTHOR-DATE SYSTEM INCLUDES THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, ENCLOSED IN PARENTHESES. FOR EXAMPLE: (SMITH 2022). IF YOU ARE QUOTING DIRECTLY, YOU MUST ALSO INCLUDE THE PAGE NUMBER: (SMITH 2022, 45).

Q: HOW SHOULD I FORMAT A BIBLIOGRAPHY ENTRY FOR A JOURNAL ARTICLE IN CHICAGO STYLE?

A: FOR THE NOTES-BIBLIOGRAPHY SYSTEM'S BIBLIOGRAPHY, A JOURNAL ARTICLE ENTRY TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, FIRST NAME, THE ARTICLE TITLE IN QUOTATION MARKS, THE JOURNAL TITLE IN ITALICS, THE VOLUME NUMBER, THE ISSUE NUMBER, THE YEAR OF PUBLICATION, AND THE PAGE RANGE OF THE ARTICLE. FOR THE AUTHOR-DATE SYSTEM'S REFERENCE LIST, THE YEAR FOLLOWS THE AUTHOR'S NAME, AND THE FORMAT IS SIMILAR.

Q: WHAT IS THE RULE FOR CITING MULTIPLE AUTHORS IN CHICAGO STYLE?

A: IN THE NOTES-BIBLIOGRAPHY SYSTEM, BOTH NOTES AND BIBLIOGRAPHIES LIST ALL AUTHORS' NAMES AS THEY APPEAR ON THE SOURCE. IN THE AUTHOR-DATE SYSTEM, FOR TWO AUTHORS, YOU LIST BOTH NAMES IN THE IN-TEXT CITATION (E.G., SMITH AND JONES 2021). FOR THREE OR MORE AUTHORS, YOU CITE THE FIRST AUTHOR FOLLOWED BY "ET AL." (E.G., DAVIS ET AL. 2020).

Q: HOW ARE BLOCK QUOTES HANDLED IN CHICAGO STYLE ESSAYS?

A: BLOCK QUOTES, USED FOR EXTENDED QUOTATIONS (MORE THAN FOUR LINES OF PROSE), ARE SET OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTE FROM THE LEFT MARGIN. THEY ARE USUALLY SINGLE-SPACED AND DO NOT USE QUOTATION MARKS. THE CITATION FOLLOWS THE QUOTE, TYPICALLY AFTER THE FINAL PUNCTUATION.

Q: WHAT SHOULD I DO IF MY INSTRUCTOR DOESN'T SPECIFY WHICH CHICAGO STYLE SYSTEM TO USE?

A: IF YOUR INSTRUCTOR OR THE ASSIGNMENT GUIDELINES DO NOT SPECIFY WHICH CHICAGO STYLE SYSTEM TO USE, IT IS BEST TO INQUIRE DIRECTLY. GENERALLY, HUMANITIES COURSES LEAN TOWARDS THE NOTES-BIBLIOGRAPHY SYSTEM, WHILE SOCIAL SCIENCES OFTEN PREFER THE AUTHOR-DATE SYSTEM. USING THE SYSTEM MOST COMMON TO YOUR DISCIPLINE IS USUALLY A SAFE BET, BUT CONFIRMATION IS ALWAYS RECOMMENDED.

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