

CHICAGO STYLE ILLUSTRATIONS GUIDE

A COMPREHENSIVE CHICAGO STYLE ILLUSTRATIONS GUIDE

CHICAGO STYLE ILLUSTRATIONS GUIDE: NAVIGATING THE INTRICACIES OF ACADEMIC AND SCHOLARLY PUBLISHING CAN BE DAUNTING, PARTICULARLY WHEN IT COMES TO VISUAL ELEMENTS. THIS COMPREHENSIVE GUIDE DELVES INTO THE SPECIFIC REQUIREMENTS FOR INCORPORATING ILLUSTRATIONS WITHIN THE CHICAGO MANUAL OF STYLE, OFFERING CLARITY AND ACTIONABLE ADVICE FOR AUTHORS, EDITORS, AND DESIGNERS ALIKE. WE WILL EXPLORE EVERYTHING FROM THE FUNDAMENTAL PRINCIPLES OF IMAGE INCLUSION AND NUMBERING TO THE NUANCED DETAILS OF CAPTIONING, PERMISSIONS, AND THE CRUCIAL DISTINCTION BETWEEN FIGURES AND TABLES. UNDERSTANDING THESE GUIDELINES IS PARAMOUNT FOR ENSURING YOUR WORK ADHERES TO SCHOLARLY STANDARDS, ENHANCES READABILITY, AND EFFECTIVELY COMMUNICATES YOUR RESEARCH. MASTERING THESE ELEMENTS WILL ELEVATE THE PROFESSIONAL PRESENTATION OF YOUR ACADEMIC WORK, MAKING COMPLEX DATA AND CONCEPTS MORE ACCESSIBLE TO YOUR AUDIENCE.

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UNDERSTANDING THE ROLE OF ILLUSTRATIONS IN CHICAGO STYLE

ILLUSTRATIONS, ENCOMPASSING A BROAD RANGE OF VISUAL MATERIALS SUCH AS PHOTOGRAPHS, CHARTS, GRAPHS, MAPS, AND DRAWINGS, PLAY A VITAL ROLE IN ACADEMIC AND SCHOLARLY PUBLICATIONS. THEY SERVE TO CLARIFY COMPLEX INFORMATION, PROVIDE EVIDENCE, ENHANCE READER ENGAGEMENT, AND BREAK UP DENSE TEXT, ULTIMATELY CONTRIBUTING TO A MORE COMPREHENSIVE AND ACCESSIBLE SCHOLARLY WORK. THE CHICAGO MANUAL OF STYLE PROVIDES SPECIFIC DIRECTIVES TO ENSURE CONSISTENCY, CLARITY, AND PROFESSIONAL PRESENTATION OF THESE VISUAL ELEMENTS.

THE PRIMARY PURPOSE OF INTEGRATING ILLUSTRATIONS WITHIN A CHICAGO-STYLE DOCUMENT IS TO SUPPORT AND AMPLIFY THE WRITTEN TEXT. THEY ARE NOT MERELY DECORATIVE BUT ARE INTEGRAL COMPONENTS OF THE ARGUMENT OR EXPLANATION BEING PRESENTED. THEREFORE, EACH ILLUSTRATION MUST HAVE A CLEAR PURPOSE, DIRECTLY RELATING TO AND ENHANCING THE SURROUNDING NARRATIVE. OVERUSE OR MISAPPLICATION OF VISUALS CAN DETRACT FROM THE SCHOLARLY RIGOR OF A WORK, SO CAREFUL CONSIDERATION OF THEIR NECESSITY AND RELEVANCE IS CRUCIAL.

TYPES OF VISUAL ELEMENTS: FIGURES VS. TABLES

IN CHICAGO STYLE, A CRITICAL DISTINCTION IS MADE BETWEEN FIGURES AND TABLES, PRIMARILY BASED ON THEIR STRUCTURE AND THE TYPE OF INFORMATION THEY CONVEY. WHILE BOTH ARE FORMS OF VISUAL DATA PRESENTATION, THEIR LABELING, NUMBERING, AND CAPTIONING FOLLOW DISTINCT PROTOCOLS.

DEFINING FIGURES

FIGURES ARE GENERALLY UNDERSTOOD AS ANY ILLUSTRATION THAT IS NOT A TABLE. THIS BROAD CATEGORY INCLUDES LINE DRAWINGS, CHARTS, GRAPHS, PHOTOGRAPHS, MAPS, AND DIAGRAMS. THE DEFINING CHARACTERISTIC OF A FIGURE IS THAT IT PRESENTS INFORMATION VISUALLY, OFTEN IN A WAY THAT IS DIFFICULT OR IMPOSSIBLE TO REPRESENT EFFECTIVELY IN PROSE ALONE.

DEFINING TABLES

TABLES, ON THE OTHER HAND, ARE ORGANIZED ARRANGEMENTS OF DATA IN ROWS AND COLUMNS. THEY ARE DESIGNED TO PRESENT NUMERICAL OR TEXTUAL INFORMATION IN A STRUCTURED FORMAT, ALLOWING FOR EASY COMPARISON AND ANALYSIS OF DATA POINTS. CHICAGO STYLE HAS SPECIFIC RULES FOR THE FORMATTING AND REFERENCING OF TABLES, WHICH DIFFER FROM THOSE FOR FIGURES.

ESSENTIAL PRINCIPLES FOR CHICAGO STYLE ILLUSTRATIONS

ADHERING TO CORE PRINCIPLES ENSURES THAT ILLUSTRATIONS IN A CHICAGO-STYLE DOCUMENT ARE PRESENTED CLEARLY, CONSISTENTLY, AND PROFESSIONALLY. THESE PRINCIPLES GUIDE EVERYTHING FROM THE INITIAL DECISION TO INCLUDE AN ILLUSTRATION TO ITS FINAL PLACEMENT WITHIN THE PUBLICATION.

CLARITY AND READABILITY

THE PARAMOUNT PRINCIPLE IS THAT EVERY ILLUSTRATION MUST BE CLEAR AND EASILY UNDERSTANDABLE. THIS MEANS THAT LINES IN GRAPHS SHOULD BE DISTINCT, TEXT WITHIN IMAGES LEGIBLE, AND THE OVERALL COMPOSITION UNCLUTTERED. IF AN ILLUSTRATION REQUIRES SIGNIFICANT EXPLANATION TO DECIPHER ITS MEANING, IT MAY NEED REVISION OR RECONSIDERATION.

RELEVANCE AND SUPPORT

EACH ILLUSTRATION SHOULD DIRECTLY RELATE TO AND SUPPORT THE TEXT IT ACCOMPANIES. IT SHOULD ILLUMINATE A POINT MADE IN THE PROSE, PROVIDE SUPPORTING EVIDENCE, OR ILLUSTRATE A CONCEPT THAT IS BEST UNDERSTOOD VISUALLY. IRRELEVANT OR TANGENTIAL ILLUSTRATIONS CAN DISRUPT THE FLOW OF THE TEXT AND CONFUSE THE READER.

CONSISTENCY

MAINTAIN A CONSISTENT STYLE AND FORMAT FOR ALL ILLUSTRATIONS THROUGHOUT THE DOCUMENT. THIS INCLUDES THE STYLE OF NUMBERING, LABELING, CAPTIONS, AND THE OVERALL VISUAL AESTHETIC. INCONSISTENCY CAN BE DISTRACTING AND DETRACT FROM THE PROFESSIONAL APPEARANCE OF THE WORK.

NUMBERING AND LABELING ILLUSTRATIONS

PROPER NUMBERING AND LABELING ARE FUNDAMENTAL TO INTEGRATING ILLUSTRATIONS SEAMLESSLY INTO A CHICAGO-STYLE DOCUMENT. THIS SYSTEMATIC APPROACH ALLOWS READERS TO EASILY LOCATE AND REFERENCE SPECIFIC VISUALS WITHIN THE TEXT.

SEQUENTIAL NUMBERING

ALL FIGURES ARE TYPICALLY NUMBERED SEQUENTIALLY THROUGHOUT THE DOCUMENT IN THE ORDER IN WHICH THEY APPEAR. IF A WORK INCLUDES BOTH FIGURES AND TABLES, THEY ARE USUALLY NUMBERED SEPARATELY (E.G., FIGURE 1, FIGURE 2, TABLE 1, TABLE 2). HOWEVER, SOME PUBLISHERS MAY PREFER A SINGLE SEQUENCE FOR ALL VISUAL ELEMENTS (E.G., FIGURE 1, FIGURE 2, FIGURE 3), WITH THE TYPE OF ELEMENT SPECIFIED IN ITS CAPTION. IT IS ESSENTIAL TO CONFIRM THE PREFERRED CONVENTION WITH YOUR PUBLISHER OR EDITOR.

PLACEMENT OF LABELS

THE LABEL (E.G., "FIGURE 1") AND ITS CAPTION ARE GENERALLY PLACED EITHER ABOVE OR BELOW THE ILLUSTRATION, DEPENDING ON THE PUBLISHER'S OR FIELD'S CONVENTION. CHICAGO STYLE OFTEN SUGGESTS PLACING THE LABEL AND CAPTION ABOVE THE ILLUSTRATION, BUT IT IS ALWAYS BEST TO CHECK SPECIFIC STYLE GUIDES OR EDITORIAL PREFERENCES.

CRAFTING EFFECTIVE CAPTIONS AND LABELS

CAPTIONS ARE CRUCIAL FOR PROVIDING CONTEXT AND ESSENTIAL INFORMATION ABOUT EACH ILLUSTRATION, ENABLING READERS TO UNDERSTAND ITS SIGNIFICANCE WITHOUT NECESSARILY REFERRING BACK TO THE MAIN TEXT.

CONTENT OF CAPTIONS

A CAPTION SHOULD CONCISELY DESCRIBE THE CONTENT OF THE ILLUSTRATION, EXPLAIN ITS PURPOSE, AND PROVIDE ANY NECESSARY CONTEXT. FOR FIGURES, THE CAPTION TYPICALLY BEGINS WITH THE FIGURE NUMBER FOLLOWED BY A DESCRIPTIVE TITLE. IT MIGHT ALSO INCLUDE INFORMATION ABOUT THE SOURCE OF THE DATA, THE METHODOLOGY USED TO CREATE THE VISUAL, OR SPECIFIC DETAILS THAT THE READER SHOULD NOTE. FOR TABLES, THE CAPTION USUALLY APPEARS ABOVE THE TABLE AND SHOULD BE DESCRIPTIVE AND INFORMATIVE.

EXAMPLE OF A FIGURE CAPTION:

- **FIGURE 1.** GLOBAL AVERAGE TEMPERATURE ANOMALIES FROM 1900 TO 2020, INDICATING A SIGNIFICANT WARMING TREND. DATA SOURCED FROM NASA GISS.

EXAMPLE OF A TABLE CAPTION:

- **TABLE 1.** DEMOGRAPHIC BREAKDOWN OF STUDY PARTICIPANTS BY AGE GROUP AND GENDER.

REFERENCING ILLUSTRATIONS IN TEXT

WHEN REFERRING TO AN ILLUSTRATION IN THE MAIN BODY OF YOUR TEXT, YOU SHOULD USE ITS NUMBER. FOR EXAMPLE, "AS SHOWN IN FIGURE 1, THERE IS A CLEAR UPWARD TREND..." OR "THE DATA PRESENTED IN TABLE 2 HIGHLIGHTS..." THIS DIRECT REFERENCING HELPS READERS QUICKLY LOCATE THE RELEVANT VISUAL AID.

PLACEMENT AND FORMATTING OF ILLUSTRATIONS

THE PHYSICAL PLACEMENT AND FORMATTING OF ILLUSTRATIONS WITHIN A DOCUMENT SIGNIFICANTLY IMPACT THEIR EFFECTIVENESS AND ADHERENCE TO CHICAGO STYLE STANDARDS.

PROXIMITY TO TEXT

IDEALLY, ILLUSTRATIONS SHOULD BE PLACED AS CLOSE AS POSSIBLE TO THE PART OF THE TEXT THAT DISCUSSES THEM. THIS

PROXIMITY MINIMIZES DISRUPTION TO THE READER'S FLOW AND MAKES IT EASIER TO CONNECT THE VISUAL INFORMATION WITH THE ACCOMPANYING PROSE. IF AN ILLUSTRATION IS TOO LARGE TO FIT ON THE SAME PAGE AS ITS PRIMARY REFERENCE, IT SHOULD APPEAR ON THE FOLLOWING PAGE.

RESOLUTION AND QUALITY

ALL ILLUSTRATIONS MUST BE OF SUFFICIENT RESOLUTION AND QUALITY FOR CLEAR REPRODUCTION. BLURRY IMAGES, PIXELATED GRAPHICS, OR ILLEGIBLE TEXT WITHIN AN ILLUSTRATION WILL DETRACT FROM THE PROFESSIONALISM OF THE WORK AND MAY RENDER THE ILLUSTRATION INEFFECTIVE. PUBLISHERS OFTEN HAVE SPECIFIC TECHNICAL REQUIREMENTS FOR IMAGE FILES (E.G., DPI, FILE FORMAT), WHICH MUST BE MET.

CONSISTENCY IN STYLE

MAINTAIN A CONSISTENT VISUAL STYLE FOR ALL ILLUSTRATIONS. THIS INCLUDES THE FONT USED FOR LABELS AND CAPTIONS, THE LINE WEIGHTS IN CHARTS, THE COLOR PALETTES, AND THE OVERALL AESTHETIC. CONSISTENCY REINFORCES THE PROFESSIONAL AND COHESIVE NATURE OF THE PUBLICATION.

PERMISSIONS AND COPYRIGHT CONSIDERATIONS

USING EXISTING IMAGES OR DATA THAT YOU DID NOT CREATE YOURSELF NECESSITATES CAREFUL ATTENTION TO COPYRIGHT AND THE ACQUISITION OF APPROPRIATE PERMISSIONS.

UNDERSTANDING COPYRIGHT

COPYRIGHT LAW PROTECTS ORIGINAL WORKS OF AUTHORSHIP, INCLUDING VISUAL MATERIALS. USING AN IMAGE WITHOUT THE PERMISSION OF THE COPYRIGHT HOLDER CAN LEAD TO LEGAL ISSUES. IT IS THE AUTHOR'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY PERMISSIONS ARE OBTAINED FOR ANY THIRD-PARTY MATERIAL INCLUDED IN THEIR WORK.

SECURING PERMISSIONS

WHEN AN ILLUSTRATION IS NOT YOUR ORIGINAL CREATION, YOU MUST SEEK PERMISSION FROM THE COPYRIGHT HOLDER BEFORE INCLUDING IT IN YOUR PUBLICATION. THIS OFTEN INVOLVES FORMAL WRITTEN REQUESTS AND MAY REQUIRE LICENSING FEES. KEEP METICULOUS RECORDS OF ALL PERMISSIONS GRANTED, AS THESE MAY BE REQUESTED BY THE PUBLISHER.

KEY STEPS FOR SECURING PERMISSIONS INCLUDE:

- IDENTIFYING THE COPYRIGHT HOLDER.
- CONTACTING THEM WITH A FORMAL REQUEST, SPECIFYING HOW AND WHERE THE IMAGE WILL BE USED.
- NEGOTIATING ANY FEES OR TERMS.
- OBTAINING WRITTEN CONFIRMATION OF THE GRANTED PERMISSION.

ATTRIBUTION

EVEN WHEN PERMISSION IS GRANTED, PROPER ATTRIBUTION IS USUALLY REQUIRED. THIS TYPICALLY INVOLVES CREDITING THE SOURCE OF THE ILLUSTRATION WITHIN THE CAPTION OR IN A SEPARATE ACKNOWLEDGMENTS SECTION, AS SPECIFIED BY THE COPYRIGHT HOLDER.

SPECIAL CASES AND ADVANCED ILLUSTRATIONS

CERTAIN TYPES OF ILLUSTRATIONS OR ADVANCED VISUAL ELEMENTS MAY REQUIRE ADDITIONAL CONSIDERATIONS BEYOND THE STANDARD CHICAGO STYLE GUIDELINES.

COMPLEX DATA VISUALIZATIONS

FOR INTRICATE CHARTS, GRAPHS, OR INFOGRAPHICS, ENSURE THAT ALL ELEMENTS ARE CLEARLY LABELED AND THAT THE VISUALIZATION EFFECTIVELY COMMUNICATES THE INTENDED DATA WITHOUT AMBIGUITY. CONSIDER IF THE COMPLEXITY WARRANTS A SEPARATE EXPLANATORY PARAGRAPH IN THE TEXT. WHEN CREATING THESE, CONSIDER USING A CLEAN AND MINIMALIST DESIGN TO AVOID OVERWHELMING THE READER.

PHOTOGRAPHS AND HALFTONES

WHEN USING PHOTOGRAPHS, ENSURE THEY ARE OF HIGH RESOLUTION AND SUITABLE FOR PRINTING. THE PUBLISHER WILL GUIDE YOU ON SPECIFIC REQUIREMENTS FOR HALFTONES, WHICH ARE USED TO REPRODUCE CONTINUOUS-TONE IMAGES IN PRINT. PROPER LIGHTING AND FOCUS ARE ESSENTIAL FOR CLEAR PHOTOGRAPHIC REPRODUCTIONS.

COLOR VS. BLACK AND WHITE

DECIDE WHETHER ILLUSTRATIONS SHOULD BE IN COLOR OR BLACK AND WHITE BASED ON THEIR CONTENT, IMPORTANCE, AND THE PUBLICATION'S BUDGET AND FORMAT. IF USING COLOR, ENSURE THAT THE COLORS ARE DISTINCT AND THAT THE IMAGE REMAINS UNDERSTANDABLE WHEN REPRODUCED IN GRAYSCALE, AS MANY ACADEMIC PUBLICATIONS MAY PRINT IN BLACK AND WHITE. COLOR PALETTES SHOULD BE CHOSEN CAREFULLY FOR MAXIMUM CONTRAST.

TROUBLESHOOTING COMMON ILLUSTRATION ISSUES

AUTHORS AND EDITORS OFTEN ENCOUNTER COMMON CHALLENGES WHEN INTEGRATING ILLUSTRATIONS. BEING AWARE OF THESE CAN HELP PREEMPTIVELY ADDRESS THEM.

LOW-RESOLUTION IMAGES

A FREQUENT PROBLEM IS THE USE OF IMAGES WITH INSUFFICIENT RESOLUTION FOR PRINT. ALWAYS USE THE HIGHEST RESOLUTION SOURCE FILE AVAILABLE. PUBLISHERS OFTEN PROVIDE SPECIFIC GUIDELINES FOR MINIMUM DPI (DOTS PER INCH) FOR IMAGES.

ILLEGIBLE TEXT IN FIGURES

IF TEXT WITHIN A FIGURE (E.G., LABELS ON A GRAPH, ANNOTATIONS ON A DIAGRAM) IS TOO SMALL OR FAINT TO READ, THE FIGURE NEEDS TO BE REVISED. CONSIDER USING A LARGER FONT SIZE OR SIMPLIFYING THE TEXT.

INCORRECT NUMBERING OR REFERENCING

CAREFULLY DOUBLE-CHECK THAT ALL ILLUSTRATIONS ARE NUMBERED SEQUENTIALLY AND THAT ALL IN-TEXT REFERENCES TO THESE ILLUSTRATIONS CORRESPOND CORRECTLY TO THEIR NUMBERS. A MISMATCH CAN CONFUSE READERS AND INDICATE A LACK OF ATTENTION TO DETAIL.

COMMON ISSUES TO WATCH OUT FOR:

- MISSING CAPTIONS FOR FIGURES OR TABLES.
- CAPTIONS THAT DO NOT ACCURATELY DESCRIBE THE VISUAL CONTENT.
- INCONSISTENT FORMATTING OF LABELS AND CAPTIONS.

- ILLUSTRATIONS PLACED TOO FAR FROM THEIR TEXTUAL REFERENCES.
- FAILURE TO SECURE NECESSARY PERMISSIONS FOR COPYRIGHTED MATERIAL.

ADDRESSING THESE ISSUES PROACTIVELY WILL CONTRIBUTE TO A POLISHED AND PROFESSIONAL ACADEMIC PUBLICATION, ENSURING THAT YOUR VISUAL CONTENT EFFECTIVELY SUPPORTS AND ENHANCES YOUR WRITTEN WORK ACCORDING TO THE ESTABLISHED STANDARDS.

FAQ

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN A FIGURE AND A TABLE IN CHICAGO STYLE?

A: IN CHICAGO STYLE, A FIGURE IS ANY VISUAL ELEMENT THAT IS NOT A TABLE, SUCH AS A PHOTOGRAPH, GRAPH, CHART, OR DIAGRAM. A TABLE, CONVERSELY, IS SPECIFICALLY AN ARRANGEMENT OF DATA IN ROWS AND COLUMNS DESIGNED FOR CLEAR COMPARISON OF NUMERICAL OR TEXTUAL INFORMATION.

Q: WHERE SHOULD THE LABEL AND CAPTION FOR A FIGURE BE PLACED IN CHICAGO STYLE?

A: WHILE CONVENTIONS CAN VARY SLIGHTLY BY PUBLISHER OR DISCIPLINE, CHICAGO STYLE COMMONLY SUGGESTS PLACING THE FIGURE LABEL (E.G., "FIGURE 1") AND ITS CAPTION ABOVE THE ILLUSTRATION. HOWEVER, IT IS ALWAYS ADVISABLE TO CONFIRM THE SPECIFIC REQUIREMENTS WITH YOUR EDITOR OR PUBLISHER.

Q: DO I NEED TO GET PERMISSION TO USE AN ILLUSTRATION FROM ANOTHER PUBLISHED WORK?

A: YES, IF AN ILLUSTRATION IS NOT YOUR ORIGINAL CREATION AND IS PROTECTED BY COPYRIGHT, YOU MUST OBTAIN PERMISSION FROM THE COPYRIGHT HOLDER BEFORE USING IT IN YOUR PUBLICATION. THIS IS A CRUCIAL STEP TO AVOID COPYRIGHT INFRINGEMENT.

Q: HOW SHOULD ILLUSTRATIONS BE NUMBERED IN A CHICAGO STYLE DOCUMENT?

A: TYPICALLY, FIGURES ARE NUMBERED SEQUENTIALLY IN THE ORDER THEY APPEAR THROUGHOUT THE DOCUMENT. IF TABLES ARE ALSO INCLUDED, THEY ARE USUALLY NUMBERED SEPARATELY. SOME PUBLISHERS MAY PREFER A SINGLE SEQUENTIAL NUMBERING FOR ALL VISUAL ELEMENTS, WITH THE TYPE SPECIFIED IN THE CAPTION.

Q: WHAT MAKES A CAPTION EFFECTIVE IN CHICAGO STYLE?

A: AN EFFECTIVE CAPTION IN CHICAGO STYLE IS CONCISE AND DESCRIPTIVE. IT BEGINS WITH THE ILLUSTRATION'S NUMBER AND TITLE AND PROVIDES ESSENTIAL CONTEXT, EXPLAINING WHAT THE ILLUSTRATION SHOWS, ITS PURPOSE, AND ANY NECESSARY DETAILS FOR UNDERSTANDING, SUCH AS DATA SOURCES OR METHODOLOGY.

Q: CAN I USE COLOR ILLUSTRATIONS IN A CHICAGO STYLE DOCUMENT?

A: YES, YOU CAN USE COLOR ILLUSTRATIONS, BUT YOU MUST CONSIDER THE PUBLICATION'S FORMAT AND BUDGET. IT'S IMPORTANT TO ENSURE THAT THE ILLUSTRATION REMAINS UNDERSTANDABLE IF IT NEEDS TO BE REPRODUCED IN BLACK AND WHITE, AS MANY ACADEMIC PUBLICATIONS DO.

Q: HOW DO I REFERENCE AN ILLUSTRATION IN THE TEXT OF MY CHICAGO STYLE PAPER?

A: WHEN REFERENCING AN ILLUSTRATION IN YOUR TEXT, YOU SHOULD USE ITS DESIGNATED NUMBER. FOR EXAMPLE, YOU WOULD WRITE, "AS DEMONSTRATED IN FIGURE 3..." OR "THE FINDINGS ARE SUMMARIZED IN TABLE 2..."

Q: WHAT ARE THE MOST COMMON ISSUES WITH ILLUSTRATIONS IN ACADEMIC PUBLISHING?

A: COMMON ISSUES INCLUDE LOW-RESOLUTION IMAGES UNSUITABLE FOR PRINT, ILLEGIBLE TEXT WITHIN FIGURES, INCORRECT NUMBERING OR REFERENCING, MISSING OR INACCURATE CAPTIONS, INCONSISTENT FORMATTING, AND FAILURE TO SECURE NECESSARY PERMISSIONS FOR COPYRIGHTED MATERIAL.

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