

CHICAGO STYLE PAPER FORMATTING FOR REPORTS

MASTERING CHICAGO STYLE PAPER FORMATTING FOR REPORTS: A COMPREHENSIVE GUIDE

CHICAGO STYLE PAPER FORMATTING FOR REPORTS IS A CRUCIAL ELEMENT FOR ACADEMIC AND PROFESSIONAL SUCCESS, ENSURING CLARITY, CREDIBILITY, AND ADHERENCE TO ESTABLISHED SCHOLARLY STANDARDS. THIS GUIDE DELVES DEEP INTO THE INTRICACIES OF THE CHICAGO MANUAL OF STYLE, SPECIFICALLY AS IT APPLIES TO CRAFTING WELL-STRUCTURED AND PROPERLY FORMATTED REPORTS. WE WILL EXPLORE ESSENTIAL COMPONENTS FROM TITLE PAGES AND MARGINS TO CITATION METHODS, OFFERING DETAILED EXPLANATIONS AND PRACTICAL ADVICE. UNDERSTANDING THESE FORMATTING GUIDELINES IS NOT MERELY ABOUT FOLLOWING RULES; IT'S ABOUT PRESENTING YOUR RESEARCH AND FINDINGS IN A WAY THAT IS EASILY DIGESTIBLE AND PROFESSIONAL. THIS COMPREHENSIVE RESOURCE WILL EQUIP YOU WITH THE KNOWLEDGE TO NAVIGATE THE NUANCES OF CHICAGO STYLE, ENSURING YOUR REPORTS MEET THE HIGHEST STANDARDS OF ACADEMIC RIGOR AND PRESENTATION.

TABLE OF CONTENTS

UNDERSTANDING THE BASICS OF CHICAGO STYLE FOR REPORTS

TITLE PAGE ESSENTIALS IN CHICAGO STYLE

BODY OF THE REPORT: MARGINS, SPACING, AND FONT

HEADING AND SUBHEADING STRUCTURE

CITING SOURCES: NOTES AND BIBLIOGRAPHY SYSTEM

CITING SOURCES: AUTHOR-DATE SYSTEM

FORMATTING TABLES AND FIGURES

COMMON PITFALLS TO AVOID IN CHICAGO STYLE REPORTS

ENSURING CONSISTENCY AND PROOFREADING

UNDERSTANDING THE BASICS OF CHICAGO STYLE FOR REPORTS

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO PRIMARY CITATION SYSTEMS: THE NOTES AND BIBLIOGRAPHY SYSTEM, AND THE AUTHOR-DATE SYSTEM. FOR REPORTS, THE CHOICE BETWEEN THESE TWO OFTEN DEPENDS ON THE SPECIFIC DISCIPLINE OR INSTITUTIONAL REQUIREMENTS. THE NOTES AND BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES TO CITE SOURCES, ACCOMPANIED BY A BIBLIOGRAPHY AT THE END OF THE PAPER. CONVERSELY, THE AUTHOR-DATE SYSTEM INCORPORATES IN-TEXT CITATIONS CONSISTING OF THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, WITH A CORRESPONDING REFERENCE LIST. BOTH SYSTEMS AIM TO PROVIDE READERS WITH CLEAR ATTRIBUTION OF SOURCES AND FACILITATE FURTHER RESEARCH.

BEYOND CITATION, CHICAGO STYLE DICTATES SPECIFIC FORMATTING CONVENTIONS FOR THE PHYSICAL PRESENTATION OF YOUR REPORT. THESE INCLUDE STANDARDS FOR MARGINS, FONT TYPE AND SIZE, LINE SPACING, AND PAGE NUMBERING. ADHERING TO THESE GUIDELINES ENSURES A CLEAN, ORGANIZED, AND PROFESSIONAL APPEARANCE, MAKING YOUR REPORT EASIER TO READ AND UNDERSTAND. CONSISTENCY IS PARAMOUNT; ONCE A STYLE IS CHOSEN FOR A PARTICULAR ELEMENT, IT MUST BE APPLIED UNIFORMLY THROUGHOUT THE ENTIRE DOCUMENT.

TITLE PAGE ESSENTIALS IN CHICAGO STYLE

A WELL-FORMATTED TITLE PAGE IS THE FIRST IMPRESSION YOUR REPORT MAKES, AND IN CHICAGO STYLE, IT CARRIES SPECIFIC REQUIREMENTS. WHILE THE CHICAGO MANUAL OF STYLE ITSELF DOES NOT MANDATE A STRICT TITLE PAGE FORMAT FOR ALL TYPES OF PAPERS, IT OFFERS GUIDELINES THAT ARE COMMONLY ADOPTED, PARTICULARLY FOR ACADEMIC REPORTS. TYPICALLY, THE TITLE PAGE SHOULD INCLUDE THE FULL TITLE OF THE REPORT, THE AUTHOR'S NAME, THE COURSE NAME AND NUMBER (IF APPLICABLE), THE INSTRUCTOR'S NAME, AND THE DATE OF SUBMISSION.

THE TITLE OF THE REPORT SHOULD BE CENTERED ON THE PAGE AND PRESENTED IN TITLE CASE (CAPITALIZING THE FIRST WORD, LAST WORD, AND ALL PRINCIPAL WORDS). THE AUTHOR'S NAME AND THE OTHER IDENTIFYING INFORMATION SHOULD ALSO BE CENTERED, WITH EACH PIECE OF INFORMATION USUALLY PLACED ON A NEW LINE. THERE IS NO PAGE NUMBER ON THE TITLE PAGE ITSELF, BUT IT IS CONSIDERED PAGE ONE OF THE DOCUMENT.

BODY OF THE REPORT: MARGINS, SPACING, AND FONT

THE FUNDAMENTAL LAYOUT OF THE REPORT'S BODY IS GOVERNED BY SPECIFIC RULES IN CHICAGO STYLE TO ENSURE READABILITY AND A PROFESSIONAL AESTHETIC. STANDARD MARGINS ARE TYPICALLY SET AT ONE INCH ON ALL SIDES OF THE PAGE: TOP, BOTTOM, LEFT, AND RIGHT. THESE MARGINS PROVIDE AMPLE WHITE SPACE, PREVENTING TEXT FROM APPEARING CRAMPED AND MAKING THE DOCUMENT EASIER TO NAVIGATE VISUALLY. CONSISTENT MARGINS ARE CRUCIAL FOR A POLISHED LOOK.

LINE SPACING FOR THE MAIN BODY OF THE TEXT IS GENERALLY DOUBLE-SPACED. THIS INCLUDES THE TEXT WITHIN PARAGRAPHS AND THE SPACING BETWEEN PARAGRAPHS. HOWEVER, BLOCK QUOTATIONS (LONG QUOTATIONS SET APART FROM THE MAIN TEXT) ARE TYPICALLY SINGLE-SPACED AND INDENTED. THE FONT CHOICE IS ALSO IMPORTANT; A STANDARD, LEGIBLE SERIF FONT LIKE TIMES NEW ROMAN OR A SANS-SERIF FONT LIKE ARIAL OR CALIBRI, USUALLY IN 12-POINT SIZE, IS RECOMMENDED. CONSISTENCY IN FONT AND SIZE THROUGHOUT THE REPORT IS ESSENTIAL.

HEADING AND SUBHEADING STRUCTURE

EFFECTIVE USE OF HEADINGS AND SUBHEADINGS IS VITAL FOR ORGANIZING COMPLEX INFORMATION WITHIN A REPORT. CHICAGO STYLE DOES NOT PRESCRIBE A RIGID HIERARCHY FOR HEADINGS, BUT IT EMPHASIZES CLARITY AND CONSISTENCY. THE GOAL IS TO CREATE A LOGICAL FLOW THAT GUIDES THE READER THROUGH THE REPORT'S STRUCTURE. HEADINGS SHOULD BE DISTINCT FROM THE MAIN TEXT, OFTEN DIFFERENTIATED BY FONT SIZE, BOLDNESS, OR CAPITALIZATION.

A COMMON APPROACH IS TO USE DIFFERENT LEVELS OF HEADINGS TO INDICATE INCREASING SPECIFICITY. FOR INSTANCE, MAIN SECTION HEADINGS MIGHT BE BOLDDED AND CENTERED, WHILE SUBHEADINGS COULD BE BOLDDED AND LEFT-ALIGNED. SUB-SUBHEADINGS MIGHT BE ITALICIZED AND INDENTED. THE KEY IS TO ESTABLISH A CLEAR HIERARCHY THAT IS VISUALLY APPARENT AND CONSISTENTLY APPLIED. FOR EXAMPLE:

- FIRST-LEVEL HEADINGS (E.G., MAIN SECTIONS)
- SECOND-LEVEL HEADINGS (E.G., MAJOR SUBSECTIONS)
- THIRD-LEVEL HEADINGS (E.G., SPECIFIC POINTS WITHIN SUBSECTIONS)

CITING SOURCES: NOTES AND BIBLIOGRAPHY SYSTEM

THE NOTES AND BIBLIOGRAPHY SYSTEM IN CHICAGO STYLE IS CHARACTERIZED BY THE USE OF ENDNOTES OR FOOTNOTES TO CITE SOURCES DIRECTLY WITHIN THE TEXT. WHEN YOU QUOTE, PARAPHRASE, OR REFER TO INFORMATION FROM ANOTHER SOURCE, YOU INSERT A SUPERScript NUMERAL AFTER THE RELEVANT SENTENCE OR PHRASE. THIS NUMERAL CORRESPONDS TO A NOTE AT THE BOTTOM OF THE PAGE (FOOTNOTE) OR AT THE END OF THE DOCUMENT (ENDNOTE), WHICH PROVIDES THE FULL CITATION DETAILS.

THE FIRST TIME A SOURCE IS CITED IN A NOTE, THE FULL BIBLIOGRAPHIC INFORMATION IS PROVIDED. SUBSEQUENT CITATIONS OF THE SAME SOURCE ARE TYPICALLY SHORTENED, OFTEN INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER. THE BIBLIOGRAPHY, WHICH APPEARS AT THE END OF THE REPORT, LISTS ALL THE SOURCES CITED IN THE NOTES ALPHABETICALLY BY AUTHOR'S LAST NAME. THIS COMPREHENSIVE LIST ALLOWS READERS TO LOCATE THE ORIGINAL SOURCES EASILY.

FORMATTING NOTES

NOTES IN CHICAGO STYLE ARE METICULOUSLY FORMATTED. FOR A BOOK, A TYPICAL FIRST NOTE MIGHT LOOK LIKE THIS: JOHN SMITH, *THE HISTORY OF CHICAGO* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020), 45. SUBSEQUENT NOTES FOR THE SAME BOOK WOULD BE SHORTER, FOR EXAMPLE: SMITH, *HISTORY OF CHICAGO*, 112. JOURNAL ARTICLES AND OTHER SOURCES HAVE THEIR OWN SPECIFIC FORMATTING RULES FOR NOTES, ALWAYS INCLUDING ESSENTIAL ELEMENTS LIKE AUTHOR, TITLE, PUBLICATION DETAILS, AND PAGE NUMBERS.

FORMATTING THE BIBLIOGRAPHY

THE BIBLIOGRAPHY ENTRIES ARE FORMATTED IN A WAY THAT IS SIMILAR TO, BUT DISTINCT FROM, THE NOTES. THE PRIMARY DIFFERENCE IS THAT IN THE BIBLIOGRAPHY, THE AUTHOR'S LAST NAME COMES FIRST, AND THE FIRST LINE OF EACH ENTRY IS FLUSH WITH THE LEFT MARGIN, WITH SUBSEQUENT LINES INDENTED (HANGING INDENT). FOR EXAMPLE: SMITH, JOHN. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020.

CITING SOURCES: AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM OFFERS A MORE CONCISE APPROACH TO IN-TEXT CITATION, MAKING IT POPULAR IN FIELDS LIKE THE SOCIAL SCIENCES. INSTEAD OF FOOTNOTES OR ENDNOTES, BRIEF PARENTHETICAL CITATIONS ARE PLACED DIRECTLY WITHIN THE TEXT, IMMEDIATELY FOLLOWING THE INFORMATION OR QUOTATION BEING CITED. THESE CITATIONS TYPICALLY CONSIST OF THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, FOLLOWED BY A PAGE NUMBER IF A SPECIFIC PART OF THE SOURCE IS REFERENCED.

FOR INSTANCE, A SENTENCE MIGHT END WITH: (SMITH 2020, 45). THIS IMMEDIATELY TELLS THE READER THAT THE INFORMATION COMES FROM JOHN SMITH'S WORK PUBLISHED IN 2020, ON PAGE 45. THIS SYSTEM STREAMLINES THE READING PROCESS BY KEEPING THE SOURCE ATTRIBUTION DIRECTLY WITH THE CONTENT BEING DISCUSSED. THE AUTHOR-DATE SYSTEM ALSO REQUIRES A CORRESPONDING REFERENCE LIST AT THE END OF THE REPORT.

FORMATTING IN-TEXT CITATIONS

WHEN USING THE AUTHOR-DATE SYSTEM, THE IN-TEXT CITATIONS ARE STRAIGHTFORWARD. IF THE AUTHOR'S NAME IS MENTIONED IN THE SENTENCE, ONLY THE YEAR AND PAGE NUMBER NEED TO BE INCLUDED IN PARENTHESES: SMITH PUBLISHED HIS FINDINGS IN 2020 (45). IF THE SOURCE HAS TWO AUTHORS, BOTH NAMES ARE INCLUDED: (SMITH AND JONES 2021, 78). FOR SOURCES WITH THREE OR MORE AUTHORS, THE FIRST AUTHOR'S NAME IS FOLLOWED BY "ET AL.": (SMITH ET AL. 2022, 91).

FORMATTING THE REFERENCE LIST

THE REFERENCE LIST, LIKE THE BIBLIOGRAPHY, PROVIDES A COMPLETE ALPHABETICAL LISTING OF ALL SOURCES CITED IN THE REPORT. THE ENTRIES ARE FORMATTED SIMILARLY TO THE BIBLIOGRAPHY ENTRIES IN THE NOTES AND BIBLIOGRAPHY SYSTEM, WITH THE AUTHOR'S LAST NAME FIRST, A HANGING INDENT, AND ALL THE NECESSARY BIBLIOGRAPHIC DETAILS. FOR A BOOK: SMITH, JOHN. 2020. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS. JOURNAL ARTICLES AND OTHER SOURCE TYPES FOLLOW SPECIFIC, STANDARDIZED FORMATS WITHIN THE AUTHOR-DATE SYSTEM.

FORMATTING TABLES AND FIGURES

WHEN INCORPORATING TABLES AND FIGURES INTO YOUR CHICAGO STYLE REPORT, SPECIFIC FORMATTING CONVENTIONS ENSURE THEY ARE PRESENTED CLEARLY AND ARE EASILY REFERENCED. EACH TABLE AND FIGURE SHOULD BE NUMBERED SEQUENTIALLY AND ASSIGNED A DESCRIPTIVE TITLE. FOR TABLES, THE TITLE IS TYPICALLY PLACED ABOVE THE TABLE ITSELF, WHILE FOR FIGURES (LIKE CHARTS, GRAPHS, OR IMAGES), THE TITLE AND ANY ACCOMPANYING CAPTION ARE USUALLY PLACED BELOW THE FIGURE.

EVERY TABLE AND FIGURE MUST BE REFERENCED IN THE TEXT OF THE REPORT. FOR EXAMPLE, YOU MIGHT WRITE: "AS SHOWN IN TABLE 1, THERE WAS A SIGNIFICANT INCREASE IN SALES." THIS ENSURES THAT THE READER IS DIRECTED TO THE VISUAL AID WHEN IT IS RELEVANT TO THE DISCUSSION. CONSISTENCY IN THE STYLE OF NUMBERING AND TITLING IS CRUCIAL FOR A PROFESSIONAL PRESENTATION.

NUMBERING AND TITLING CONVENTIONS

TABLES ARE TYPICALLY LABELED AS "TABLE 1," "TABLE 2," AND SO ON, WITH THE TITLE FOLLOWING IMMEDIATELY. FIGURES ARE LABELED SIMILARLY, AS "FIGURE 1," "FIGURE 2," ETC. FOR EXAMPLE:

- TABLE 1: QUARTERLY SALES PERFORMANCE
- FIGURE 1: TREND OF INTERNET USER GROWTH

THE CONTENT WITHIN THE TABLE OR FIGURE SHOULD BE CLEAR AND CONCISE, WITH APPROPRIATE LABELS FOR AXES, COLUMNS, AND ROWS. ANY NECESSARY EXPLANATORY NOTES OR SOURCES FOR THE DATA SHOULD BE CLEARLY INDICATED BELOW THE TABLE OR FIGURE.

COMMON PITFALLS TO AVOID IN CHICAGO STYLE REPORTS

WHILE ADHERING TO CHICAGO STYLE, SEVERAL COMMON ERRORS CAN DETRACT FROM THE PROFESSIONALISM AND CLARITY OF A REPORT. ONE FREQUENT MISTAKE IS INCONSISTENT APPLICATION OF CITATION STYLES – MIXING ELEMENTS OF THE NOTES AND BIBLIOGRAPHY SYSTEM WITH THE AUTHOR-DATE SYSTEM, OR INCONSISTENTLY FORMATTING NOTES AND BIBLIOGRAPHIES. ANOTHER PITFALL IS INCORRECT FORMATTING OF BLOCK QUOTATIONS, SUCH AS FAILING TO INDENT THEM PROPERLY OR NOT SINGLE-SPACING THEM.

LACK OF CONSISTENCY IN HEADINGS, MARGINS, AND SPACING ALSO POSES A PROBLEM. FORGETTING TO NUMBER PAGES, OR NUMBERING THEM INCORRECTLY (E.G., INCLUDING THE TITLE PAGE IN THE INITIAL PAGE NUMBERING SEQUENCE), CAN DISRUPT THE FLOW. FINALLY, NEGLECTING TO PROOFREAD THOROUGHLY FOR GRAMMATICAL ERRORS, TYPOS, AND CITATION INACCURACIES IS A CRITICAL OVERSIGHT THAT CAN UNDERMINE THE CREDIBILITY OF THE REPORT.

ENSURING CONSISTENCY AND PROOFREADING

ACHIEVING PERFECT CHICAGO STYLE PAPER FORMATTING FOR REPORTS HINGES ON METICULOUS ATTENTION TO DETAIL AND RIGOROUS PROOFREADING. BEFORE SUBMITTING YOUR REPORT, CONDUCT A THOROUGH REVIEW SPECIFICALLY FOCUSED ON FORMATTING. CHECK THAT ALL MARGINS, LINE SPACING, AND FONT CHOICES ARE UNIFORM THROUGHOUT THE DOCUMENT. VERIFY THAT ALL HEADINGS AND SUBHEADINGS ARE CONSISTENTLY FORMATTED ACCORDING TO YOUR ESTABLISHED HIERARCHY.

CRUCIALLY, CONDUCT A DETAILED CHECK OF YOUR CITATIONS. WHETHER YOU ARE USING NOTES AND BIBLIOGRAPHY OR AUTHOR-DATE, ENSURE THAT EVERY IN-TEXT CITATION CORRESPONDS TO AN ENTRY IN YOUR BIBLIOGRAPHY OR REFERENCE LIST,

AND VICE VERSA. DOUBLE-CHECK THE ACCURACY AND COMPLETENESS OF ALL BIBLIOGRAPHIC INFORMATION. READING YOUR REPORT ALOUD CAN HELP CATCH AWKWARD PHRASING AND TYPOGRAPHICAL ERRORS THAT MIGHT OTHERWISE BE MISSED. A FINAL PROOFREAD SPECIFICALLY FOR FORMATTING INCONSISTENCIES, AFTER ALL CONTENT EDITS ARE COMPLETE, IS HIGHLY RECOMMENDED.

FREQUENTLY ASKED QUESTIONS

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

A: THE PRIMARY DIFFERENCE LIES IN HOW SOURCES ARE CITED WITHIN THE TEXT. THE NOTES AND BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES, WHILE THE AUTHOR-DATE SYSTEM USES PARENTHETICAL IN-TEXT CITATIONS WITH THE AUTHOR'S NAME AND YEAR OF PUBLICATION. BOTH SYSTEMS REQUIRE A CORRESPONDING LIST OF SOURCES AT THE END OF THE REPORT (BIBLIOGRAPHY OR REFERENCE LIST).

Q: IS A TITLE PAGE REQUIRED FOR ALL REPORTS FORMATTED IN CHICAGO STYLE?

A: WHILE THE CHICAGO MANUAL OF STYLE DOES NOT MANDATE A TITLE PAGE FOR ALL DOCUMENT TYPES, IT IS A COMMON AND RECOMMENDED PRACTICE FOR REPORTS TO INCLUDE ONE. THE TITLE PAGE TYPICALLY CONTAINS THE REPORT'S TITLE, AUTHOR'S NAME, AND SUBMISSION DETAILS, CENTERED ON THE PAGE.

Q: HOW SHOULD I FORMAT BLOCK QUOTATIONS IN A CHICAGO STYLE REPORT?

A: BLOCK QUOTATIONS, WHICH ARE TYPICALLY FIVE OR MORE LINES OF TEXT, SHOULD BE SET APART FROM THE MAIN BODY OF THE REPORT. THEY ARE USUALLY SINGLE-SPACED AND INDENTED FROM THE LEFT MARGIN, WITHOUT QUOTATION MARKS. THE CITATION FOLLOWS THE QUOTATION.

Q: CAN I USE DIFFERENT FONTS WITHIN THE SAME REPORT?

A: GENERALLY, IT IS BEST PRACTICE TO USE A SINGLE, LEGIBLE FONT THROUGHOUT THE ENTIRE REPORT FOR CONSISTENCY. IF DIFFERENT FONTS ARE USED FOR SPECIFIC ELEMENTS, SUCH AS A SANS-SERIF FONT FOR A TABLE AND A SERIF FONT FOR THE BODY TEXT, THIS SHOULD BE CLEARLY DEFINED AND CONSISTENTLY APPLIED. HOWEVER, FOR MOST REPORTS, A UNIFORM FONT IS PREFERRED.

Q: WHAT ARE THE STANDARD MARGIN REQUIREMENTS FOR CHICAGO STYLE REPORTS?

A: STANDARD MARGINS FOR CHICAGO STYLE REPORTS ARE TYPICALLY ONE INCH ON ALL FOUR SIDES OF THE PAGE: TOP, BOTTOM, LEFT, AND RIGHT. THESE MARGINS ENSURE ADEQUATE WHITE SPACE AND READABILITY.

Q: HOW DO I HANDLE CITING SOURCES WITH NO AUTHOR IN CHICAGO STYLE?

A: FOR SOURCES WITHOUT AN AUTHOR, YOU GENERALLY USE THE TITLE OF THE WORK IN PLACE OF THE AUTHOR'S NAME IN BOTH THE IN-TEXT CITATION AND THE BIBLIOGRAPHY/REFERENCE LIST. THE TITLE IS ITALICIZED IF IT'S A STANDALONE WORK (LIKE A BOOK) OR IN QUOTATION MARKS IF IT'S PART OF A LARGER WORK (LIKE AN ARTICLE).

Q: IS IT ACCEPTABLE TO USE ABBREVIATIONS IN MY CHICAGO STYLE REPORT?

A: ABBREVIATIONS CAN BE USED SPARINGLY AND STRATEGICALLY. COMMON ABBREVIATIONS FOR UNITS OF MEASUREMENT,

ACADEMIC DEGREES, AND LATIN TERMS (LIKE ET AL., I.E., E.G.) ARE GENERALLY ACCEPTABLE IF USED CORRECTLY AND CONSISTENTLY. HOWEVER, AVOID EXCESSIVE OR OBSCURE ABBREVIATIONS THAT MIGHT CONFUSE THE READER. ALWAYS DEFINE ABBREVIATIONS THE FIRST TIME THEY APPEAR IF THEY ARE NOT STANDARD.

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