

CHICAGO STYLE PUBLISHING REFERENCE

THE CHICAGO MANUAL OF STYLE (CMOS) IS A WIDELY RESPECTED AND COMPREHENSIVE STYLE GUIDE THAT DICTATES STANDARDS FOR WRITING, CITING, AND PUBLISHING ACROSS VARIOUS DISCIPLINES. UNDERSTANDING AND APPLYING THE CHICAGO STYLE PUBLISHING REFERENCE CORRECTLY IS CRUCIAL FOR ACADEMIC, PROFESSIONAL, AND COMMERCIAL WRITERS SEEKING TO ENSURE CLARITY, CONSISTENCY, AND CREDIBILITY IN THEIR WORK. THIS DETAILED ARTICLE WILL DELVE INTO THE INTRICACIES OF CHICAGO STYLE CITATIONS, FROM PARENTHETICAL REFERENCING TO FOOTNOTES AND ENDNOTES, AND EXPLORE ITS APPLICATION IN DIFFERENT TYPES OF PUBLICATIONS, INCLUDING BOOKS, ARTICLES, AND DIGITAL MEDIA. WE WILL ALSO COVER ESSENTIAL ASPECTS LIKE FORMATTING ELEMENTS, BIBLIOGRAPHY CONSTRUCTION, AND COMMON PITFALLS TO AVOID WHEN USING THIS INFLUENTIAL STYLE.

TABLE OF CONTENTS

UNDERSTANDING THE CORE PRINCIPLES OF CHICAGO STYLE

THE TWO SYSTEMS OF CITATION IN CHICAGO STYLE

AUTHOR-DATE SYSTEM: PARENTHETICAL REFERENCES

NOTES AND BIBLIOGRAPHY SYSTEM: FOOTNOTES AND ENDNOTES

FORMATTING YOUR CHICAGO STYLE REFERENCE

CITING DIFFERENT SOURCE TYPES IN CHICAGO STYLE

BOOKS

JOURNAL ARTICLES

WEBSITES AND ONLINE RESOURCES

COMMONLY MISUSED CHICAGO STYLE ELEMENTS

FREQUENTLY ASKED QUESTIONS ABOUT CHICAGO STYLE PUBLISHING REFERENCE

UNDERSTANDING THE CORE PRINCIPLES OF CHICAGO STYLE

THE CHICAGO MANUAL OF STYLE, OFTEN REFERRED TO SIMPLY AS CMOS, SERVES AS A DEFINITIVE GUIDE FOR MANUSCRIPT PREPARATION, PUBLICATION, AND CITATION. ITS PRIMARY GOAL IS TO PROMOTE CLARITY, CONSISTENCY, AND ACCURACY IN WRITTEN COMMUNICATION. THE GUIDE IS RENOWNED FOR ITS THOROUGHNESS, ADDRESSING EVERYTHING FROM GRAMMAR AND PUNCTUATION TO THE MINUTIAE OF CITATION AND INDEXING. FOR ANYONE INVOLVED IN PUBLISHING, WHETHER AS AN AUTHOR, EDITOR, OR PUBLISHER, A SOLID GRASP OF CHICAGO STYLE IS INDISPENSABLE FOR PRODUCING POLISHED AND PROFESSIONAL WORK THAT ADHERES TO ESTABLISHED ACADEMIC AND INDUSTRY STANDARDS.

CHICAGO STYLE IS PARTICULARLY FAVORED IN THE HUMANITIES AND SOME SOCIAL SCIENCES, THOUGH ITS PRINCIPLES CAN BE ADAPTED FOR A BROADER RANGE OF DISCIPLINES. ITS FLEXIBILITY IS ONE OF ITS KEY STRENGTHS, OFFERING TWO DISTINCT CITATION SYSTEMS TO ACCOMMODATE DIFFERENT PUBLICATION NEEDS AND AUTHOR PREFERENCES. THIS ADAPTABILITY ALLOWS WRITERS TO CHOOSE THE SYSTEM THAT BEST SUITS THEIR PROJECT, ENSURING THAT THE FINAL PRODUCT IS NOT ONLY WELL-WRITTEN BUT ALSO CORRECTLY AND CONSISTENTLY REFERENCED, THEREBY LENDING IT GREATER AUTHORITY AND TRUSTWORTHINESS.

THE TWO SYSTEMS OF CITATION IN CHICAGO STYLE

CHICAGO STYLE IS UNIQUE IN OFFERING TWO PRIMARY SYSTEMS FOR REFERENCING SOURCES: THE AUTHOR-DATE SYSTEM AND THE NOTES AND BIBLIOGRAPHY SYSTEM. EACH SYSTEM HAS ITS OWN CONVENTIONS AND IS SUITED TO DIFFERENT TYPES OF SCHOLARLY AND PROFESSIONAL WORK. UNDERSTANDING THE DISTINCTIONS BETWEEN THESE TWO APPROACHES IS THE FIRST STEP TOWARD EFFECTIVELY IMPLEMENTING CHICAGO STYLE PUBLISHING REFERENCE.

THE CHOICE BETWEEN THESE TWO SYSTEMS OFTEN DEPENDS ON THE SPECIFIC ACADEMIC DISCIPLINE, THE PUBLICATION VENUE, OR THE AUTHOR'S PREFERENCE. WHILE BOTH SYSTEMS AIM TO PROVIDE READERS WITH THE NECESSARY INFORMATION TO LOCATE ORIGINAL SOURCES, THEY DO SO THROUGH DIFFERENT STRUCTURAL MECHANISMS. THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SCIENCES AND SOCIAL SCIENCES, WHILE THE NOTES AND BIBLIOGRAPHY SYSTEM IS PREVALENT IN THE HUMANITIES.

AUTHOR-DATE SYSTEM: PARENTHETICAL REFERENCES

THE AUTHOR-DATE SYSTEM, AS ITS NAME SUGGESTS, RELIES ON BRIEF PARENTHETICAL CITATIONS WITHIN THE TEXT OF THE WORK TO INDICATE THE SOURCE OF INFORMATION. THESE IN-TEXT CITATIONS TYPICALLY INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. WHEN SPECIFIC PAGE NUMBERS ARE RELEVANT, THEY ARE ALSO INCLUDED WITHIN THE PARENTHESES. THIS SYSTEM IS DESIGNED FOR A DIRECT AND EFFICIENT WAY TO ACKNOWLEDGE SOURCES WITHOUT DISRUPTING THE FLOW OF THE TEXT WITH EXTENSIVE NOTES.

FOR EXAMPLE, A PARENTHETICAL CITATION MIGHT APPEAR AS (SMITH 2020, 45) WHEN REFERRING TO A SPECIFIC POINT MADE ON PAGE 45 OF A WORK BY SMITH PUBLISHED IN 2020. IF THE AUTHOR'S NAME IS ALREADY MENTIONED IN THE SENTENCE, ONLY THE YEAR AND PAGE NUMBER ARE NEEDED. THIS SYSTEM REQUIRES A CORRESPONDING REFERENCE LIST AT THE END OF THE DOCUMENT, ALPHABETIZED BY AUTHOR'S LAST NAME, WHICH PROVIDES FULL PUBLICATION DETAILS FOR EACH CITED SOURCE. THE REFERENCE LIST ACTS AS A COMPLETE BIBLIOGRAPHY, ALLOWING READERS TO FIND THE COMPLETE BIBLIOGRAPHIC INFORMATION FOR EVERY SOURCE MENTIONED IN THE TEXT.

NOTES AND BIBLIOGRAPHY SYSTEM: FOOTNOTES AND ENDNOTES

THE NOTES AND BIBLIOGRAPHY SYSTEM IS CHARACTERIZED BY THE USE OF NUMBERED FOOTNOTES OR ENDNOTES. EACH TIME A SOURCE IS CITED, A SUPERScript NUMBER IS PLACED IN THE TEXT, CORRESPONDING TO A NOTE AT THE BOTTOM OF THE PAGE (FOOTNOTE) OR AT THE END OF THE CHAPTER OR DOCUMENT (ENDNOTE). THE NOTES CONTAIN THE BIBLIOGRAPHIC INFORMATION FOR THE SOURCE, AND THE FIRST CITATION OF A SOURCE PROVIDES FULL DETAILS, WHILE SUBSEQUENT CITATIONS CAN BE SHORTENED.

THIS SYSTEM IS WIDELY USED IN HISTORICAL, LITERARY, AND ART HISTORICAL STUDIES. IT ALLOWS FOR MORE EXTENSIVE COMMENTARY OR SUPPLEMENTARY INFORMATION WITHIN THE NOTES THEMSELVES, MAKING IT A VERSATILE CHOICE FOR COMPLEX SCHOLARLY ARGUMENTS. THE BIBLIOGRAPHY AT THE END OF THE WORK IS SIMILAR TO THE REFERENCE LIST IN THE AUTHOR-DATE SYSTEM, PROVIDING A COMPREHENSIVE LIST OF ALL SOURCES CONSULTED. THE CHOICE BETWEEN FOOTNOTES AND ENDNOTES IS OFTEN A MATTER OF EDITORIAL PREFERENCE OR PUBLISHER GUIDELINES.

FIRST NOTE CITATIONS

THE INITIAL CITATION OF A SOURCE IN THE NOTES AND BIBLIOGRAPHY SYSTEM REQUIRES A COMPLETE BIBLIOGRAPHIC ENTRY. THIS INCLUDES THE AUTHOR'S FULL NAME, THE TITLE OF THE WORK (ITALICIZED FOR BOOKS, IN QUOTATION MARKS FOR ARTICLES), PUBLICATION INFORMATION (PLACE, PUBLISHER, YEAR), AND PAGE NUMBERS BEING REFERENCED. FOR INSTANCE, A BOOK CITATION MIGHT LOOK LIKE THIS: JOHN SMITH, *THE HISTORY OF CHICAGO* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2022), 112.

SUBSEQUENT NOTE CITATIONS

AFTER THE FIRST FULL CITATION, SUBSEQUENT REFERENCES TO THE SAME SOURCE CAN BE SIGNIFICANTLY SHORTENED. TYPICALLY, THIS INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE (IF NECESSARY TO DISTINGUISH FROM OTHER WORKS BY THE SAME AUTHOR), AND THE PAGE NUMBER. FOR EXAMPLE: SMITH, *HISTORY OF CHICAGO*, 150. IF ONLY ONE WORK BY A PARTICULAR AUTHOR IS CITED, THE TITLE MAY BE OMITTED ALTOGETHER, AND THE CITATION WOULD BE SIMPLY SMITH, 150.

THE BIBLIOGRAPHY

REGARDLESS OF WHETHER FOOTNOTES OR ENDNOTES ARE USED, A BIBLIOGRAPHY IS A STANDARD COMPONENT OF THE NOTES AND BIBLIOGRAPHY SYSTEM. THIS LIST APPEARS AT THE END OF THE DOCUMENT AND ENUMERATES ALL THE SOURCES THAT WERE CONSULTED AND CITED IN THE TEXT. THE BIBLIOGRAPHY IS TYPICALLY ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST

NAME AND USES A FORMAT THAT CLOSELY MIRRORS THE FIRST FULL NOTE CITATION BUT OFTEN OMITTS PAGE NUMBERS FOR THE SPECIFIC REFERENCES WITHIN THE TEXT, INSTEAD PROVIDING FULL PUBLICATION DETAILS FOR EACH SOURCE.

FORMATTING YOUR CHICAGO STYLE REFERENCE

CONSISTENT FORMATTING IS A HALLMARK OF CHICAGO STYLE PUBLISHING REFERENCE. THIS INCLUDES GUIDELINES FOR MARGINS, TYPEFACES, SPACING, AND THE PRESENTATION OF VARIOUS ELEMENTS WITHIN THE DOCUMENT. ADHERING TO THESE FORMATTING RULES ENSURES A PROFESSIONAL AND POLISHED APPEARANCE, MAKING THE TEXT EASIER TO READ AND UNDERSTAND.

KEY FORMATTING ELEMENTS INCLUDE:

- **INDENTATION:** PARAGRAPHS ARE TYPICALLY INDENTED, WITH BLOCK QUOTES (LONGER QUOTATIONS) BEING SET OFF FROM THE MAIN TEXT WITH A WIDER LEFT MARGIN AND NO INDENTATION.
- **PUNCTUATION:** SPECIFIC RULES GOVERN THE USE OF COMMAS, SEMICOLONS, COLONS, AND APOSTROPHES, ENSURING CLARITY AND CORRECTNESS.
- **CAPITALIZATION:** GUIDELINES ARE PROVIDED FOR CAPITALIZING TITLES OF WORKS, HEADINGS, AND OTHER ELEMENTS.
- **ITALICS AND QUOTATION MARKS:** THE DISTINCTION BETWEEN USING ITALICS FOR TITLES OF LONGER WORKS (LIKE BOOKS AND JOURNALS) AND QUOTATION MARKS FOR SHORTER WORKS (LIKE ARTICLES AND BOOK CHAPTERS) IS CRUCIAL.

CITING DIFFERENT SOURCE TYPES IN CHICAGO STYLE

THE COMPLEXITY OF MODERN RESEARCH MEANS THAT WRITERS OFTEN NEED TO CITE A WIDE VARIETY OF SOURCES. CHICAGO STYLE PROVIDES DETAILED INSTRUCTIONS FOR REFERENCING EVERYTHING FROM TRADITIONAL PRINT MATERIALS TO CONTEMPORARY DIGITAL CONTENT. MASTERY OF THESE SPECIFIC CITATION FORMATS IS ESSENTIAL FOR ACCURATE CHICAGO STYLE PUBLISHING REFERENCE.

Books

CITING BOOKS IN CHICAGO STYLE REQUIRES ATTENTION TO AUTHOR NAMES, TITLES, PUBLICATION DETAILS, AND SPECIFIC PAGE NUMBERS IF APPLICABLE. THE FORMAT DIFFERS SLIGHTLY BETWEEN THE AUTHOR-DATE AND NOTES AND BIBLIOGRAPHY SYSTEMS.

- **AUTHOR-DATE SYSTEM (REFERENCE LIST ENTRY):** SMITH, JOHN. 2022. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.
- **NOTES AND BIBLIOGRAPHY SYSTEM (FIRST NOTE):** JOHN SMITH, *THE HISTORY OF CHICAGO* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2022), 45.
- **NOTES AND BIBLIOGRAPHY SYSTEM (BIBLIOGRAPHY ENTRY):** SMITH, JOHN. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.

JOURNAL ARTICLES

JOURNAL ARTICLES ARE COMMON SOURCES IN ACADEMIC WRITING. CHICAGO STYLE PROVIDES SPECIFIC FORMATS FOR CITING THEM, ENSURING THAT READERS CAN EASILY LOCATE THE ORIGINAL PUBLICATION.

- AUTHOR-DATE SYSTEM (REFERENCE LIST ENTRY): MILLER, JANE. 2021. "THE IMPACT OF URBAN DEVELOPMENT." *JOURNAL OF URBAN STUDIES* 15 (2): 123-145.
- NOTES AND BIBLIOGRAPHY SYSTEM (FIRST NOTE): JANE MILLER, "THE IMPACT OF URBAN DEVELOPMENT," *JOURNAL OF URBAN STUDIES* 15, no. 2 (2021): 130.
- NOTES AND BIBLIOGRAPHY SYSTEM (BIBLIOGRAPHY ENTRY): MILLER, JANE. "THE IMPACT OF URBAN DEVELOPMENT." *JOURNAL OF URBAN STUDIES* 15 (2): 123-145.

WEBSITES AND ONLINE RESOURCES

AS DIGITAL CONTENT PROLIFERATES, ACCURATE CITATION OF ONLINE SOURCES BECOMES INCREASINGLY IMPORTANT. CHICAGO STYLE OFFERS GUIDELINES FOR CITING WEBSITES, ONLINE ARTICLES, AND OTHER DIGITAL MATERIALS.

- AUTHOR-DATE SYSTEM (REFERENCE LIST ENTRY): NATIONAL PARK SERVICE. 2023. "HISTORY OF LINCOLN PARK." NATIONAL PARK SERVICE. ACCESSED OCTOBER 26, 2023.
[HTTPS://WWW.NPS.GOV/ARTICLES/LINCOLN-PARK-HISTORY.HTM](https://www.nps.gov/articles/lincoln-park-history.htm).
- NOTES AND BIBLIOGRAPHY SYSTEM (FIRST NOTE): NATIONAL PARK SERVICE, "HISTORY OF LINCOLN PARK," NATIONAL PARK SERVICE, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NPS.GOV/ARTICLES/LINCOLN-PARK-HISTORY.HTM](https://www.nps.gov/articles/lincoln-park-history.htm).
- NOTES AND BIBLIOGRAPHY SYSTEM (BIBLIOGRAPHY ENTRY): NATIONAL PARK SERVICE. "HISTORY OF LINCOLN PARK." NATIONAL PARK SERVICE. ACCESSED OCTOBER 26, 2023.
[HTTPS://WWW.NPS.GOV/ARTICLES/LINCOLN-PARK-HISTORY.HTM](https://www.nps.gov/articles/lincoln-park-history.htm).

IT IS IMPORTANT TO NOTE THAT FOR ONLINE SOURCES, THE INCLUSION OF A RETRIEVAL DATE IS OFTEN RECOMMENDED, ESPECIALLY FOR CONTENT THAT MIGHT BE SUBJECT TO CHANGE. THE SPECIFIC DETAILS REQUIRED FOR ONLINE SOURCES CAN VARY, BUT THE CORE PRINCIPLE REMAINS TO PROVIDE ENOUGH INFORMATION FOR THE READER TO LOCATE THE MATERIAL.

COMMONLY MISUSED CHICAGO STYLE ELEMENTS

EVEN EXPERIENCED WRITERS CAN SOMETIMES ENCOUNTER CHALLENGES WHEN APPLYING CHICAGO STYLE PUBLISHING REFERENCE. CERTAIN ELEMENTS ARE FREQUENTLY CONFUSED OR MISAPPLIED, LEADING TO INCONSISTENCIES IN CITATIONS AND FORMATTING. BEING AWARE OF THESE COMMON PITFALLS CAN HELP PREVENT ERRORS.

SOME FREQUENTLY MISUSED ELEMENTS INCLUDE:

- THE DISTINCTION BETWEEN THE AUTHOR-DATE AND NOTES AND BIBLIOGRAPHY SYSTEMS: WRITERS MAY INADVERTENTLY MIX ELEMENTS FROM BOTH SYSTEMS OR FAIL TO UNDERSTAND WHICH SYSTEM IS APPROPRIATE FOR THEIR PUBLICATION.
- PUNCTUATION WITHIN CITATIONS: THE CORRECT PLACEMENT AND USE OF COMMAS, PERIODS, AND PARENTHESES WITHIN BIBLIOGRAPHIC ENTRIES AND NOTES CAN BE TRICKY.
- CAPITALIZATION OF TITLES: ADHERING TO CMOS'S SPECIFIC RULES FOR TITLE CAPITALIZATION, ESPECIALLY FOR ARTICLE TITLES VERSUS BOOK TITLES, IS CRUCIAL.
- HANDLING OF ELECTRONIC SOURCES: THE DYNAMIC NATURE OF ONLINE CONTENT CAN MAKE IT DIFFICULT TO APPLY TRADITIONAL CITATION RULES CONSISTENTLY.
- OMISSIONS IN BIBLIOGRAPHIES: ENSURING THAT EVERY SOURCE CITED IN THE TEXT IS INCLUDED IN THE BIBLIOGRAPHY, AND VICE VERSA, IS A COMMON POINT OF ERROR.

PAYING CLOSE ATTENTION TO THE DETAILED EXAMPLES PROVIDED IN CMOS AND SEEKING CLARIFICATION WHEN IN DOUBT ARE THE BEST STRATEGIES FOR AVOIDING THESE COMMON MISTAKES AND ACHIEVING ACCURATE CHICAGO STYLE PUBLISHING REFERENCE.

FREQUENTLY ASKED QUESTIONS ABOUT CHICAGO STYLE PUBLISHING REFERENCE

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

A: THE AUTHOR-DATE SYSTEM USES BRIEF IN-TEXT PARENTHETICAL CITATIONS (AUTHOR, YEAR, PAGE) LINKED TO A REFERENCE LIST, WHILE THE NOTES AND BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES TO CITE SOURCES AND INCLUDES A BIBLIOGRAPHY AT THE END.

Q: WHICH SYSTEM IS MORE WIDELY USED IN ACADEMIC PUBLISHING?

A: THE NOTES AND BIBLIOGRAPHY SYSTEM IS MORE PREVALENT IN THE HUMANITIES (LITERATURE, HISTORY, ART), WHILE THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SOCIAL SCIENCES AND SCIENCES. HOWEVER, THIS CAN VARY BY DISCIPLINE AND SPECIFIC JOURNAL OR PUBLISHER.

Q: HOW DO I CITE A BOOK WITH MULTIPLE AUTHORS IN CHICAGO STYLE?

A: FOR TWO AUTHORS, LIST BOTH NAMES SEPARATED BY "AND" (E.G., JOHN SMITH AND JANE DOE). FOR THREE OR MORE AUTHORS, LIST THE FIRST AUTHOR'S NAME FOLLOWED BY "ET AL." IN THE NOTES AND BIBLIOGRAPHY SYSTEM; IN THE AUTHOR-DATE SYSTEM'S REFERENCE LIST, LIST ALL AUTHORS IF THERE ARE FOUR OR FEWER, OTHERWISE USE THE FIRST AUTHOR FOLLOWED BY "ET AL."

Q: WHAT IS THE CORRECT WAY TO FORMAT A URL IN A CHICAGO STYLE CITATION?

A: URLS ARE TYPICALLY INCLUDED AT THE END OF A CITATION FOR ONLINE SOURCES, PRECEDED BY "ACCESSED" AND THE DATE YOU ACCESSED THE MATERIAL. THE URL ITSELF IS USUALLY PRESENTED AS A HYPERLINK IF THE MEDIUM ALLOWS, OR SIMPLY AS PLAIN TEXT.

Q: DO I NEED TO INCLUDE A BIBLIOGRAPHY IF I'M USING THE AUTHOR-DATE SYSTEM?

A: YES, THE AUTHOR-DATE SYSTEM REQUIRES A REFERENCE LIST AT THE END OF THE DOCUMENT THAT PROVIDES FULL BIBLIOGRAPHIC DETAILS FOR EVERY SOURCE CITED IN THE TEXT.

Q: HOW DO I CITE A WORK THAT HAS NO AUTHOR LISTED?

A: IF A WORK HAS NO AUTHOR, BEGIN THE CITATION WITH THE TITLE OF THE WORK. IN THE AUTHOR-DATE SYSTEM'S REFERENCE LIST, ALPHABETIZE BY TITLE. IN THE NOTES AND BIBLIOGRAPHY SYSTEM, THE TITLE WILL BE THE FIRST ELEMENT IN BOTH THE NOTE AND THE BIBLIOGRAPHY ENTRY.

Q: CAN I USE ABBREVIATIONS IN CHICAGO STYLE CITATIONS?

A: YES, CHICAGO STYLE PERMITS CERTAIN ABBREVIATIONS, PARTICULARLY FOR COMMON PUBLICATION TERMS LIKE "ED." FOR EDITOR, "TRANS." FOR TRANSLATOR, AND FOR STANDARD GEOGRAPHICAL LOCATIONS (E.G., N.Y. FOR NEW YORK). HOWEVER,

CLARITY IS PARAMOUNT, AND ABBREVIATIONS SHOULD BE USED CONSISTENTLY.

Q: WHAT IS THE PURPOSE OF THE "RETRIEVAL DATE" FOR ONLINE SOURCES?

A: THE RETRIEVAL DATE IS CRUCIAL FOR ONLINE SOURCES BECAUSE WEB CONTENT CAN BE CHANGED OR REMOVED WITHOUT NOTICE. INCLUDING THE DATE YOU ACCESSED THE INFORMATION HELPS READERS LOCATE THE VERSION YOU CONSULTED IF THE ORIGINAL HAS BEEN ALTERED.

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