

CHICAGO STYLE ABSTRACT REQUIREMENTS WRITING

THE CHICAGO MANUAL OF STYLE IS A CORNERSTONE FOR ACADEMIC AND PROFESSIONAL WRITING, AND UNDERSTANDING ITS SPECIFIC REQUIREMENTS FOR ABSTRACTS IS CRUCIAL FOR EFFECTIVELY COMMUNICATING RESEARCH. **CHICAGO STYLE ABSTRACT REQUIREMENTS WRITING** INVOLVES A PRECISE APPROACH TO SUMMARIZING COMPLEX INFORMATION CONCISELY AND ACCURATELY, ENSURING READERS CAN QUICKLY GRASP THE ESSENCE OF A LARGER WORK. THIS ARTICLE DELVES DEEP INTO THE NUANCES OF CRAFTING A CHICAGO-STYLE ABSTRACT, COVERING ITS PURPOSE, ESSENTIAL COMPONENTS, WORD COUNT CONSIDERATIONS, AND FORMATTING GUIDELINES. WE WILL EXPLORE HOW TO DISTILL YOUR RESEARCH INTO A COMPELLING SUMMARY THAT ADHERES TO THE EXACTING STANDARDS OF THE CHICAGO MANUAL OF STYLE, A VITAL SKILL FOR STUDENTS, RESEARCHERS, AND PROFESSIONALS ACROSS VARIOUS DISCIPLINES. MASTERING THESE REQUIREMENTS ENSURES YOUR WORK IS PRESENTED PROFESSIONALLY AND ACCESSIBLE TO YOUR INTENDED AUDIENCE.

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UNDERSTANDING THE PURPOSE OF A CHICAGO STYLE ABSTRACT

THE PRIMARY PURPOSE OF AN ABSTRACT, REGARDLESS OF THE STYLE GUIDE, IS TO PROVIDE A BRIEF, COMPREHENSIVE SUMMARY OF A LONGER WORK. IN THE CONTEXT OF CHICAGO STYLE, THIS MEANS PRESENTING THE CORE ELEMENTS OF A RESEARCH PAPER, THESIS, DISSERTATION, OR EVEN A SIGNIFICANT REPORT IN A WAY THAT IS BOTH INFORMATIVE AND CONCISE. AN ABSTRACT ACTS AS A GATEWAY TO YOUR RESEARCH, ALLOWING POTENTIAL READERS, REVIEWERS, AND DATABASE INDEXERS TO QUICKLY ASSESS ITS RELEVANCE AND SIGNIFICANCE WITHOUT HAVING TO READ THE ENTIRE DOCUMENT. FOR ACADEMIC PAPERS, IT'S OFTEN THE FIRST – AND SOMETIMES ONLY – PART THAT A READER ENCOUNTERS, MAKING ITS CLARITY AND COMPLETENESS PARAMOUNT.

A WELL-WRITTEN ABSTRACT IN CHICAGO STYLE SERVES MULTIPLE FUNCTIONS. IT AIDS IN LITERATURE SEARCHES, ALLOWING RESEARCHERS TO IDENTIFY RELEVANT STUDIES QUICKLY. IT CAN ALSO BE USED IN CONFERENCE PROPOSALS AND AS A STANDALONE PIECE FOR PUBLICATION IN ABSTRACT COLLECTIONS. THEREFORE, THE ABSTRACT MUST ACCURATELY REFLECT THE CONTENT OF THE MAIN BODY, HIGHLIGHTING THE PROBLEM ADDRESSED, THE METHODS USED, THE KEY FINDINGS, AND THE MAIN CONCLUSIONS OR IMPLICATIONS. ADHERING TO CHICAGO STYLE REQUIREMENTS ENSURES CONSISTENCY AND PROFESSIONALISM IN SCHOLARLY COMMUNICATION.

KEY COMPONENTS OF A CHICAGO STYLE ABSTRACT

WHILE SPECIFIC REQUIREMENTS CAN VARY SLIGHTLY DEPENDING ON THE PUBLICATION OR INSTITUTION, A TYPICAL CHICAGO STYLE ABSTRACT WILL GENERALLY INCLUDE SEVERAL CRITICAL ELEMENTS. THESE COMPONENTS WORK TOGETHER TO PAINT A COMPLETE, ALBEIT BRIEF, PICTURE OF YOUR RESEARCH ENDEAVOR. UNDERSTANDING EACH PART ENSURES THAT YOUR ABSTRACT IS NOT JUST A SUMMARY, BUT A STRATEGIC REPRESENTATION OF YOUR WORK.

INTRODUCTION OF THE PROBLEM OR RESEARCH QUESTION

EVERY EFFECTIVE ABSTRACT BEGINS BY CLEARLY STATING THE PROBLEM OR RESEARCH QUESTION THAT YOUR WORK ADDRESSES. THIS SETS THE CONTEXT FOR YOUR STUDY AND IMMEDIATELY INFORMS THE READER ABOUT THE CENTRAL ISSUE YOU ARE INVESTIGATING. IT SHOULD BE SPECIFIC ENOUGH TO CONVEY THE SCOPE OF YOUR RESEARCH WITHOUT BEING OVERLY TECHNICAL, UNLESS THE TARGET AUDIENCE IS HIGHLY SPECIALIZED.

METHODOLOGY AND APPROACH

FOLLOWING THE INTRODUCTION, YOU MUST CONCISELY DESCRIBE THE METHODOLOGY OR APPROACH YOU EMPLOYED TO ANSWER YOUR RESEARCH QUESTION. THIS SECTION SHOULD OUTLINE THE RESEARCH DESIGN, DATA COLLECTION METHODS, AND ANALYTICAL TECHNIQUES USED. THE GOAL IS TO GIVE THE READER CONFIDENCE IN THE RIGOR AND VALIDITY OF YOUR STUDY WITHOUT DELVING INTO EXHAUSTIVE DETAIL. FOR EXAMPLE, YOU MIGHT MENTION IF YOU USED QUALITATIVE INTERVIEWS, QUANTITATIVE SURVEYS, ARCHIVAL RESEARCH, OR EXPERIMENTAL PROCEDURES.

KEY FINDINGS OR RESULTS

THIS IS ARGUABLY THE MOST CRUCIAL PART OF YOUR ABSTRACT. HERE, YOU PRESENT THE MOST SIGNIFICANT FINDINGS OR RESULTS OF YOUR RESEARCH. FOCUS ON WHAT IS MOST IMPORTANT AND DIRECTLY ANSWERS YOUR RESEARCH QUESTION. AVOID RAW DATA OR EXCESSIVE STATISTICS; INSTEAD, HIGHLIGHT THE OVERARCHING PATTERNS, TRENDS, OR DISCOVERIES THAT EMERGED FROM YOUR ANALYSIS. THESE FINDINGS SHOULD BE PRESENTED CLEARLY AND WITHOUT INTERPRETATION AT THIS STAGE.

CONCLUSIONS AND IMPLICATIONS

THE ABSTRACT CONCLUDES BY SUMMARIZING THE MAIN CONCLUSIONS DRAWN FROM YOUR FINDINGS AND THEIR BROADER IMPLICATIONS. WHAT DOES YOUR RESEARCH MEAN? WHAT ARE THE TAKEAWAYS? THIS SECTION SHOULD OFFER A BRIEF INTERPRETATION OF THE RESULTS AND SUGGEST THEIR SIGNIFICANCE TO THE FIELD, POTENTIAL APPLICATIONS, OR AVENUES FOR FUTURE RESEARCH. IT PROVIDES A SENSE OF CLOSURE AND UNDERSCORES THE VALUE OF YOUR CONTRIBUTION.

WORD COUNT AND LENGTH CONSIDERATIONS

ADHERING TO WORD COUNT LIMITS IS A CRITICAL ASPECT OF CHICAGO STYLE ABSTRACT REQUIREMENTS WRITING. WHILE THE CHICAGO MANUAL OF STYLE ITSELF DOES NOT PRESCRIBE A UNIVERSAL WORD COUNT FOR ABSTRACTS, INDIVIDUAL JOURNALS, UNIVERSITIES, OR CONFERENCES OFTEN DO. IT IS IMPERATIVE TO CONSULT THE SPECIFIC GUIDELINES PROVIDED BY THE ENTITY TO WHICH YOU ARE SUBMITTING YOUR WORK. THESE LIMITS ARE IN PLACE TO ENSURE BREVITY AND CONCISENESS, FORCING WRITERS TO BE ECONOMICAL WITH THEIR LANGUAGE.

TYPICALLY, ABSTRACTS RANGE FROM 150 TO 300 WORDS, ALTHOUGH SOME MAY BE AS SHORT AS 100 WORDS OR AS LONG AS 500. A COMMON RANGE FOR ACADEMIC PAPERS IS AROUND 250 WORDS. EXCEEDING THE SPECIFIED WORD COUNT CAN LEAD TO YOUR ABSTRACT BEING REJECTED OR EDITED WITHOUT YOUR INPUT, SO CAREFUL ATTENTION TO LENGTH IS ESSENTIAL. THIS CONSTRAINT NECESSITATES A DISCIPLINED APPROACH TO WRITING, WHERE EVERY WORD MUST SERVE A PURPOSE.

TO MANAGE WORD COUNT EFFECTIVELY:

- PRIORITIZE THE MOST CRITICAL INFORMATION.
- ELIMINATE JARGON AND REDUNDANT PHRASES.
- USE STRONG, ACTIVE VERBS.
- FOCUS ON CONVEYING INFORMATION RATHER THAN ELABORATE PROSE.
- REVISE AND EDIT RUTHLESSLY.

FORMATTING GUIDELINES FOR CHICAGO STYLE ABSTRACTS

FORMATTING FOR A CHICAGO STYLE ABSTRACT IS GENERALLY STRAIGHTFORWARD BUT REQUIRES ATTENTION TO DETAIL TO MAINTAIN A PROFESSIONAL APPEARANCE. WHILE THE CHICAGO MANUAL OF STYLE PROVIDES COMPREHENSIVE GUIDANCE FOR THE ENTIRE MANUSCRIPT, ABSTRACT FORMATTING IS OFTEN DICTATED BY THE SPECIFIC PUBLICATION OR INSTITUTION. HOWEVER, SOME GENERAL PRINCIPLES APPLY THAT ARE CONSISTENT WITH SCHOLARLY CONVENTIONS.

THE ABSTRACT IS TYPICALLY PLACED ON ITS OWN PAGE, FOLLOWING THE TITLE PAGE AND IMMEDIATELY BEFORE THE MAIN BODY OF THE TEXT. IT SHOULD BE CLEARLY LABELED WITH THE WORD "ABSTRACT" CENTERED AT THE TOP OF THE PAGE. UNLIKE THE MAIN BODY OF THE PAPER, THE ABSTRACT GENERALLY DOES NOT USE HEADINGS FOR ITS DIFFERENT COMPONENTS (INTRODUCTION, METHODS, ETC.). INSTEAD, THE INFORMATION FLOWS AS A SINGLE, COHESIVE PARAGRAPH OR A SERIES OF PARAGRAPHS, DEPENDING ON THE SPECIFIC INSTRUCTIONS.

KEY FORMATTING ASPECTS TO CONSIDER INCLUDE:

- **FONT AND SPACING:** THE ABSTRACT SHOULD USE THE SAME FONT AND FONT SIZE AS THE REST OF YOUR DOCUMENT (E.G., 12-POINT TIMES NEW ROMAN). IT SHOULD ALSO MAINTAIN THE SAME LINE SPACING AS THE MAIN TEXT, TYPICALLY DOUBLE-SPACED.
- **INDENTATION:** GENERALLY, THE ABSTRACT PARAGRAPH(S) ARE NOT INDENTED, ALIGNING FLUSH WITH THE LEFT MARGIN, SIMILAR TO HOW THE MAIN TEXT MIGHT BE FORMATTED IF NOT USING PARAGRAPH INDENTS. AGAIN, CHECK SPECIFIC GUIDELINES.
- **PAGE NUMBERING:** THE ABSTRACT PAGE IS USUALLY INCLUDED IN THE OVERALL PAGE NUMBERING OF THE DOCUMENT, BUT IT MAY USE ROMAN NUMERALS FOR PRELIMINARY PAGES OR BE UNNUMBERED DEPENDING ON THE STYLE GUIDE BEING FOLLOWED.
- **KEYWORDS:** SOME GUIDELINES MAY REQUIRE A LIST OF KEYWORDS TO BE INCLUDED DIRECTLY BELOW THE ABSTRACT. THESE KEYWORDS HELP IN INDEXING AND SEARCHING. THEY ARE TYPICALLY PRESENTED ON A NEW LINE, OFTEN PRECEDED BY THE LABEL "KEYWORDS:" AND SEPARATED BY COMMAS.

TIPS FOR EFFECTIVE CHICAGO STYLE ABSTRACT WRITING

CRAFTING AN EFFECTIVE ABSTRACT THAT ADHERES TO CHICAGO STYLE REQUIREMENTS IS AN ART THAT BLENDS CONCISENESS WITH COMPREHENSIVE COVERAGE. THE GOAL IS TO ENTICE READERS AND ACCURATELY REPRESENT YOUR WORK. FOLLOWING THESE TIPS CAN SIGNIFICANTLY ENHANCE THE QUALITY AND IMPACT OF YOUR ABSTRACT.

BE CLEAR AND CONCISE

EVERY WORD IN YOUR ABSTRACT COUNTS. AVOID JARGON, TECHNICAL TERMS THAT ARE NOT ESSENTIAL, AND LENGTHY DESCRIPTIONS. GET STRAIGHT TO THE POINT AND USE PRECISE LANGUAGE. THINK OF YOUR ABSTRACT AS AN EXECUTIVE SUMMARY – IT NEEDS TO CONVEY A LOT OF INFORMATION IN A VERY SMALL SPACE.

ACCURATELY REFLECT YOUR WORK

YOUR ABSTRACT MUST BE A TRUE REPRESENTATION OF YOUR RESEARCH. DO NOT INCLUDE INFORMATION THAT IS NOT PRESENT IN THE MAIN BODY OF YOUR PAPER, NOR SHOULD YOU INTRODUCE FINDINGS OR CONCLUSIONS THAT WERE NOT PART OF YOUR

STUDY. HONESTY AND ACCURACY ARE PARAMOUNT.

FOCUS ON KEY INFORMATION

IDENTIFY THE MOST CRUCIAL ASPECTS OF YOUR RESEARCH: THE PROBLEM, YOUR APPROACH, YOUR MOST SIGNIFICANT FINDINGS, AND YOUR MAIN CONCLUSIONS. EVERYTHING ELSE IS SECONDARY AND LIKELY WON'T FIT WITHIN THE WORD LIMIT. PRIORITIZATION IS KEY TO EFFECTIVE ABSTRACT WRITING.

USE STRONG VERBS AND ACTIVE VOICE

EMPLOY ACTIVE VOICE AND STRONG VERBS TO MAKE YOUR WRITING MORE DYNAMIC AND ENGAGING. FOR INSTANCE, INSTEAD OF SAYING "THE DATA WAS ANALYZED BY THE RESEARCHERS," YOU COULD WRITE "RESEARCHERS ANALYZED THE DATA." THIS MAKES YOUR ABSTRACT MORE DIRECT AND IMPACTFUL.

REVISE AND EDIT METICULOUSLY

AFTER DRAFTING YOUR ABSTRACT, SET IT ASIDE FOR A DAY OR TWO AND THEN REREAD IT WITH FRESH EYES. CHECK FOR CLARITY, FLOW, GRAMMATICAL ERRORS, TYPOS, AND ADHERENCE TO WORD COUNT. CONSIDER ASKING A COLLEAGUE OR MENTOR TO REVIEW IT FOR FEEDBACK. MULTIPLE REVISIONS ARE OFTEN NECESSARY TO ACHIEVE PERFECTION.

COMMON PITFALLS TO AVOID IN CHICAGO STYLE ABSTRACTS

EVEN WITH A GOOD UNDERSTANDING OF CHICAGO STYLE ABSTRACT REQUIREMENTS WRITING, IT'S EASY TO FALL INTO COMMON TRAPS THAT CAN DIMINISH THE EFFECTIVENESS OF YOUR SUMMARY. BEING AWARE OF THESE PITFALLS CAN HELP YOU STEER CLEAR OF THEM AND PRODUCE A MORE POLISHED AND PROFESSIONAL ABSTRACT.

INCLUDING TOO MUCH DETAIL

ONE OF THE MOST FREQUENT MISTAKES IS TRYING TO CRAM TOO MUCH INFORMATION INTO THE ABSTRACT. THIS CAN INCLUDE EXCESSIVE BACKGROUND INFORMATION, DETAILED DESCRIPTIONS OF METHODOLOGY, OR LENGTHY DISCUSSIONS OF RESULTS. REMEMBER, THE ABSTRACT IS A SUMMARY, NOT A CONDENSED VERSION OF THE ENTIRE PAPER.

USING UNNECESSARY JARGON OR ACRONYMS

WHILE YOUR AUDIENCE MAY BE SPECIALISTS, IT'S BEST TO AVOID OVERLY TECHNICAL JARGON OR ACRONYMS THAT ARE NOT UNIVERSALLY UNDERSTOOD WITHIN YOUR FIELD, ESPECIALLY IF THE ABSTRACT IS INTENDED FOR BROADER INDEXING. IF AN ACRONYM IS ESSENTIAL, SPELL IT OUT ON FIRST USE WITHIN THE ABSTRACT.

MAKING BROAD OR UNSUBSTANTIATED CLAIMS

AVOID MAKING SWEEPING GENERALIZATIONS OR CLAIMS THAT ARE NOT DIRECTLY SUPPORTED BY THE FINDINGS PRESENTED IN

YOUR RESEARCH. THE ABSTRACT SHOULD REFLECT THE SCOPE AND LIMITATIONS OF YOUR STUDY, NOT OVERPROMISE OR MISREPRESENT ITS OUTCOMES.

WRITING IN A PASSIVE OR VAGUE TONE

A PASSIVE OR VAGUE TONE CAN MAKE YOUR ABSTRACT UNENGAGING AND UNCLEAR. STRIVE FOR DIRECTNESS AND CLARITY. USE ACTIVE VOICE AND PRECISE LANGUAGE TO CONVEY YOUR MESSAGE EFFECTIVELY. ENSURE THAT THE CONNECTION BETWEEN YOUR RESEARCH QUESTION, METHODS, FINDINGS, AND CONCLUSIONS IS EXPLICIT.

IGNORING SPECIFIC GUIDELINES

PERHAPS THE MOST CRITICAL PITFALL IS FAILING TO ADHERE TO THE SPECIFIC FORMATTING, WORD COUNT, AND CONTENT REQUIREMENTS PROVIDED BY THE JOURNAL, PUBLISHER, OR INSTITUTION. ALWAYS CONSULT AND FOLLOW THESE GUIDELINES METICULOUSLY. WHAT MIGHT BE ACCEPTABLE IN ONE CONTEXT MAY BE UNACCEPTABLE IN ANOTHER.

BY BEING MINDFUL OF THESE COMMON ERRORS, YOU CAN SIGNIFICANTLY IMPROVE THE QUALITY AND EFFECTIVENESS OF YOUR CHICAGO STYLE ABSTRACT, ENSURING IT SERVES ITS INTENDED PURPOSE AS A CLEAR AND COMPELLING INTRODUCTION TO YOUR SCHOLARLY WORK.

FAQ

Q: WHAT IS THE PRIMARY PURPOSE OF A CHICAGO STYLE ABSTRACT?

A: THE PRIMARY PURPOSE OF A CHICAGO STYLE ABSTRACT IS TO PROVIDE A BRIEF, COMPREHENSIVE SUMMARY OF A LONGER WORK, SUCH AS A RESEARCH PAPER, THESIS, OR DISSERTATION. IT AIMS TO INFORM READERS QUICKLY ABOUT THE RESEARCH'S PROBLEM, METHODS, KEY FINDINGS, AND CONCLUSIONS, HELPING THEM DECIDE IF THE FULL DOCUMENT IS RELEVANT TO THEIR INTERESTS.

Q: ARE THERE STRICT WORD COUNT LIMITS FOR CHICAGO STYLE ABSTRACTS?

A: THE CHICAGO MANUAL OF STYLE ITSELF DOES NOT PRESCRIBE A UNIVERSAL WORD COUNT. HOWEVER, INDIVIDUAL JOURNALS, UNIVERSITIES, OR CONFERENCES WILL OFTEN HAVE SPECIFIC WORD COUNT LIMITS FOR ABSTRACTS, TYPICALLY RANGING FROM 150 TO 300 WORDS. IT IS CRUCIAL TO CHECK AND ADHERE TO THESE SPECIFIC GUIDELINES.

Q: WHAT ARE THE ESSENTIAL COMPONENTS THAT SHOULD BE INCLUDED IN A CHICAGO STYLE ABSTRACT?

A: A CHICAGO STYLE ABSTRACT TYPICALLY INCLUDES AN INTRODUCTION OF THE PROBLEM OR RESEARCH QUESTION, A DESCRIPTION OF THE METHODOLOGY OR APPROACH USED, THE KEY FINDINGS OR RESULTS, AND THE MAIN CONCLUSIONS OR IMPLICATIONS OF THE STUDY.

Q: SHOULD A CHICAGO STYLE ABSTRACT BE FORMATTED DIFFERENTLY FROM THE MAIN BODY OF THE TEXT?

A: GENERALLY, AN ABSTRACT IS PLACED ON ITS OWN PAGE AND LABELED "ABSTRACT." WHILE IT USES THE SAME FONT AND SPACING AS THE MAIN TEXT, IT USUALLY DOES NOT CONTAIN HEADINGS FOR ITS SECTIONS. SPECIFIC FORMATTING MIGHT VARY BASED ON SUBMISSION GUIDELINES.

Q: IS IT ACCEPTABLE TO USE JARGON OR TECHNICAL TERMS IN A CHICAGO STYLE ABSTRACT?

A: IT IS BEST TO AVOID EXCESSIVE JARGON OR HIGHLY SPECIALIZED TECHNICAL TERMS UNLESS THEY ARE ABSOLUTELY ESSENTIAL AND UNDERSTOOD BY THE INTENDED AUDIENCE. CLARITY AND ACCESSIBILITY ARE KEY, SO USE PLAIN LANGUAGE AS MUCH AS POSSIBLE.

Q: CAN I INCLUDE CITATIONS WITHIN A CHICAGO STYLE ABSTRACT?

A: GENERALLY, ABSTRACTS SHOULD BE SELF-CONTAINED AND NOT INCLUDE CITATIONS. THE ABSTRACT SUMMARIZES YOUR OWN WORK, AND ANY FOUNDATIONAL CONCEPTS OR PRIOR RESEARCH DISCUSSED ARE TYPICALLY EXPECTED TO BE ELABORATED UPON AND CITED IN THE MAIN BODY OF YOUR PAPER.

Q: HOW DO I ENSURE MY ABSTRACT ACCURATELY REFLECTS MY RESEARCH?

A: TO ENSURE ACCURACY, FOCUS ON PRESENTING THE CORE ELEMENTS OF YOUR STUDY AS THEY APPEAR IN THE MAIN TEXT. DO NOT INCLUDE INFORMATION OR CLAIMS THAT ARE NOT PRESENT IN YOUR PAPER, AND BE PRECISE ABOUT YOUR FINDINGS AND CONCLUSIONS.

Q: WHAT IS THE TYPICAL PLACEMENT OF AN ABSTRACT IN A CHICAGO STYLE DOCUMENT?

A: IN CHICAGO STYLE, THE ABSTRACT IS USUALLY PLACED ON ITS OWN PAGE IMMEDIATELY AFTER THE TITLE PAGE AND BEFORE THE MAIN BODY OF THE TEXT. IT IS A PRELIMINARY SECTION THAT INTRODUCES THE RESEARCH.

Q: SHOULD I INCLUDE AN AUTHOR'S NAME OR TITLE ON THE ABSTRACT PAGE?

A: THE ABSTRACT PAGE ITSELF IS TYPICALLY LABELED "ABSTRACT" AND CENTERED AT THE TOP. THE AUTHOR'S NAME AND THE TITLE OF THE WORK ARE USUALLY ON A SEPARATE TITLE PAGE THAT PRECEDES THE ABSTRACT PAGE.

Q: WHAT IS THE ROLE OF KEYWORDS IN A CHICAGO STYLE ABSTRACT?

A: KEYWORDS ARE OFTEN REQUESTED BELOW THE ABSTRACT TO HELP WITH INDEXING AND SEARCHING. THEY ARE TYPICALLY PRESENTED AS A LIST OF IMPORTANT TERMS THAT ACCURATELY DESCRIBE THE SUBJECT MATTER OF YOUR RESEARCH, FACILITATING DISCOVERABILITY.

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