

CHICAGO STYLE FOR GRADUATE DISSERTATIONS

THE CHICAGO MANUAL OF STYLE IS A CORNERSTONE FOR ACADEMIC WRITING, PARTICULARLY FOR GRADUATE STUDENTS NAVIGATING THE COMPLEXITIES OF DISSERTATIONS. ADHERING TO THE CHICAGO STYLE FOR GRADUATE DISSERTATIONS ENSURES CLARITY, CONSISTENCY, AND ACADEMIC RIGOR IN YOUR SCHOLARLY WORK. THIS COMPREHENSIVE GUIDE WILL DELVE INTO THE ESSENTIAL ELEMENTS OF APPLYING CHICAGO STYLE TO YOUR DISSERTATION, COVERING CITATION METHODS, FORMATTING REQUIREMENTS, AND COMMON PITFALLS TO AVOID. UNDERSTANDING THESE NUANCES IS CRUCIAL FOR PRESENTING A POLISHED AND PROFESSIONAL DOCUMENT THAT MEETS THE HIGH STANDARDS EXPECTED IN GRADUATE-LEVEL RESEARCH.

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UNDERSTANDING THE TWO CHICAGO CITATION SYSTEMS

THE CHICAGO MANUAL OF STYLE (CMOS) PRESENTS TWO DISTINCT CITATION SYSTEMS, EACH SERVING DIFFERENT ACADEMIC DISCIPLINES AND AUTHOR PREFERENCES. FOR GRADUATE DISSERTATIONS, UNDERSTANDING WHICH SYSTEM YOUR DEPARTMENT OR ADVISOR REQUIRES IS THE VERY FIRST STEP. BOTH SYSTEMS AIM TO PROVIDE CLEAR ATTRIBUTION TO SOURCES, ALLOWING READERS TO LOCATE AND VERIFY THE INFORMATION PRESENTED IN YOUR WORK. WHILE THE CORE PRINCIPLES OF CITATION REMAIN CONSISTENT, THE MECHANICS OF HOW YOU CITE AND DOCUMENT YOUR SOURCES DIFFER SIGNIFICANTLY BETWEEN THE TWO APPROACHES.

THE CHOICE BETWEEN THE AUTHOR-DATE SYSTEM AND THE NOTES AND BIBLIOGRAPHY SYSTEM OFTEN DEPENDS ON THE CONVENTIONS OF YOUR SPECIFIC FIELD OF STUDY. SOME DISCIPLINES, PARTICULARLY IN THE SCIENCES AND SOCIAL SCIENCES, FAVOR THE AUTHOR-DATE SYSTEM FOR ITS CONCISENESS AND EASE OF TRACKING SOURCES WITHIN THE TEXT. CONVERSELY, HUMANITIES DISCIPLINES OFTEN PREFER THE NOTES AND BIBLIOGRAPHY SYSTEM, WHICH ALLOWS FOR MORE EXTENSIVE COMMENTARY AND DETAILED SOURCE INFORMATION WITHIN FOOTNOTES OR ENDNOTES.

AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM IS CHARACTERIZED BY IN-TEXT CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, OFTEN ACCOMPANIED BY A PAGE NUMBER. THIS METHOD IS HIGHLY EFFICIENT FOR READERS TO QUICKLY

IDENTIFY THE SOURCE OF INFORMATION DIRECTLY WITHIN THE NARRATIVE OF YOUR DISSERTATION. IT MINIMIZES DISRUPTION TO THE FLOW OF YOUR TEXT WHILE STILL PROVIDING ESSENTIAL CITATION DETAILS.

FOR EXAMPLE, A CITATION MIGHT APPEAR AS (SMITH 2020, 15). THIS IMMEDIATELY TELLS THE READER THAT THE INFORMATION COMES FROM A WORK BY SMITH PUBLISHED IN 2020, AND SPECIFICALLY FROM PAGE 15. THE CORRESPONDING ENTRY IN THE REFERENCE LIST AT THE END OF YOUR DISSERTATION WILL PROVIDE THE FULL BIBLIOGRAPHIC DETAILS FOR THIS SOURCE.

IN-TEXT CITATIONS

IN-TEXT CITATIONS USING THE AUTHOR-DATE SYSTEM ARE TYPICALLY PLACED AT THE END OF A SENTENCE OR CLAUSE, ENCLOSED IN PARENTHESES. IF THE AUTHOR'S NAME IS MENTIONED IN THE TEXT, IT CAN BE OMITTED FROM THE PARENTHETICAL CITATION. FOR INSTANCE, "AS SMITH ARGUES (2020, 15), THE ECONOMIC IMPACT WAS SIGNIFICANT." IF THE AUTHOR'S NAME IS NOT MENTIONED, THE CITATION WOULD BE "(SMITH 2020, 15)."

REFERENCE LIST

THE REFERENCE LIST, LOCATED AT THE END OF THE DISSERTATION, CONTAINS A COMPREHENSIVE ALPHABETICAL LISTING OF ALL SOURCES CITED IN THE TEXT. EACH ENTRY INCLUDES FULL BIBLIOGRAPHIC INFORMATION, ALLOWING READERS TO EASILY RETRIEVE THE ORIGINAL WORKS. THE FORMAT FOR EACH ENTRY (E.G., FOR BOOKS, JOURNAL ARTICLES, WEBSITES) FOLLOWS SPECIFIC CHICAGO STYLE GUIDELINES.

NOTES AND BIBLIOGRAPHY SYSTEM

THE NOTES AND BIBLIOGRAPHY SYSTEM, OFTEN PREFERRED IN THE HUMANITIES, USES NUMBERED FOOTNOTES OR ENDNOTES TO CITE SOURCES. THIS SYSTEM ALLOWS FOR MORE DETAILED EXPLANATIONS OR TANGENTS WITHIN THE NOTES THEMSELVES, WHICH CAN BE BENEFICIAL FOR COMPLEX ARGUMENTS OR WHEN REFERENCING MULTIPLE SOURCES FOR A SINGLE POINT. THE PRIMARY ADVANTAGE IS THE SEPARATION OF CITATION INFORMATION FROM THE MAIN TEXT, ALLOWING FOR A CLEANER NARRATIVE FLOW.

WHEN A PASSAGE IS QUOTED OR PARAPHRASED FROM A SOURCE, A SUPERScript ARABIC NUMERAL IS PLACED IN THE TEXT. THIS NUMERAL CORRESPONDS TO A NOTE AT THE BOTTOM OF THE PAGE (FOOTNOTE) OR AT THE END OF THE CHAPTER OR DISSERTATION (ENDNOTE) CONTAINING THE SOURCE'S BIBLIOGRAPHIC INFORMATION.

FOOTNOTES AND ENDNOTES

FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE CITATION OCCURS, WHILE ENDNOTES ARE COMPILED AT THE END OF THE DOCUMENT OR CHAPTER. THE FIRST TIME A SOURCE IS CITED, THE NOTE WILL CONTAIN FULL BIBLIOGRAPHIC DETAILS. SUBSEQUENT CITATIONS OF THE SAME SOURCE CAN BE SHORTENED, OFTEN USING "IBID." (IF REFERRING TO THE IMMEDIATELY PRECEDING NOTE) OR A SHORTENED VERSION OF THE AUTHOR'S NAME AND RELEVANT PAGE NUMBER.

BIBLIOGRAPHY

SIMILAR TO THE AUTHOR-DATE SYSTEM, A BIBLIOGRAPHY IS INCLUDED AT THE END OF THE DISSERTATION. THIS LIST CONTAINS ALL SOURCES CONSULTED AND CITED, PROVIDING A COMPLETE OVERVIEW OF THE RESEARCH UNDERTAKEN. THE FORMATTING OF

ENTRIES IN THE BIBLIOGRAPHY MIRRORS THAT OF THE FULL NOTES.

FORMATTING YOUR GRADUATE DISSERTATION IN CHICAGO STYLE

BEYOND CITATION STYLES, CHICAGO STYLE ALSO DICTATES SPECIFIC FORMATTING GUIDELINES FOR THE ENTIRETY OF YOUR GRADUATE DISSERTATION. ADHERING TO THESE STANDARDS ENSURES A PROFESSIONAL AND CONSISTENT PRESENTATION OF YOUR RESEARCH, MAKING IT ACCESSIBLE AND EASY FOR YOUR COMMITTEE TO EVALUATE.

THESE FORMATTING RULES COVER EVERYTHING FROM THE PRELIMINARY PAGES TO THE MAIN BODY AND CONCLUDING SECTIONS. PAYING CLOSE ATTENTION TO THESE DETAILS DEMONSTRATES YOUR COMMITMENT TO ACADEMIC INTEGRITY AND SCHOLARLY PRESENTATION.

TITLE PAGE REQUIREMENTS

THE TITLE PAGE OF YOUR DISSERTATION IS THE FIRST IMPRESSION YOUR WORK MAKES. IN CHICAGO STYLE, IT TYPICALLY INCLUDES THE FULL TITLE OF THE DISSERTATION, YOUR NAME, THE NAME OF YOUR DEGREE PROGRAM, THE NAME OF YOUR UNIVERSITY, AND THE DATE OF SUBMISSION. SPECIFIC DEPARTMENTAL REQUIREMENTS MAY VARY, SO IT IS CRUCIAL TO CONSULT YOUR UNIVERSITY'S GUIDELINES.

ABSTRACT AND TABLE OF CONTENTS FORMATTING

THE ABSTRACT, A CONCISE SUMMARY OF YOUR DISSERTATION, AND THE TABLE OF CONTENTS, WHICH OUTLINES THE STRUCTURE OF YOUR WORK, ALSO HAVE SPECIFIC FORMATTING CONVENTIONS. THE ABSTRACT IS USUALLY A SINGLE, UNNUMBERED PAGE THAT FOLLOWS THE TITLE PAGE. THE TABLE OF CONTENTS LISTS CHAPTER TITLES AND THEIR CORRESPONDING PAGE NUMBERS, OFTEN USING ROMAN NUMERALS FOR PRELIMINARY PAGES AND ARABIC NUMERALS FOR THE MAIN BODY.

MAIN BODY FORMATTING

THE MAIN BODY OF YOUR DISSERTATION SHOULD FOLLOW STANDARD ACADEMIC FORMATTING. THIS INCLUDES DOUBLE-SPACING BETWEEN LINES, 1-INCH MARGINS ON ALL SIDES, AND A READABLE 12-POINT FONT, TYPICALLY TIMES NEW ROMAN OR A SIMILAR SERIF FONT. CHAPTER TITLES ARE USUALLY CENTERED AND DISTINCT FROM SECTION HEADINGS, WHICH ARE OFTEN ALIGNED TO THE LEFT.

FOOTNOTES AND ENDNOTES

IF YOU ARE USING THE NOTES AND BIBLIOGRAPHY SYSTEM, THE FORMATTING OF YOUR FOOTNOTES OR ENDNOTES IS CRITICAL. FOOTNOTES ARE TYPICALLY PRESENTED IN A SMALLER FONT SIZE THAN THE MAIN BODY TEXT, AND EACH NOTE BEGINS WITH ITS CORRESPONDING NUMBER. ENDNOTES FOLLOW A SIMILAR FORMATTING STRUCTURE BUT ARE COMPILED AT THE END OF EACH CHAPTER OR THE ENTIRE DISSERTATION.

BIBLIOGRAPHY FORMATTING

THE BIBLIOGRAPHY, WHETHER USED WITH THE AUTHOR-DATE OR NOTES AND BIBLIOGRAPHY SYSTEM, SHOULD BE METICULOUSLY FORMATTED. ENTRIES ARE TYPICALLY ALPHABETIZED BY THE AUTHOR'S LAST NAME. THE SPECIFIC ORDER OF ELEMENTS WITHIN EACH ENTRY (AUTHOR, TITLE, PUBLICATION INFORMATION) AND THE USE OF ITALICS OR QUOTATION MARKS ARE DICTATED BY CHICAGO STYLE RULES FOR DIFFERENT TYPES OF SOURCES.

TABLES AND FIGURES

TABLES AND FIGURES WITHIN YOUR DISSERTATION SHOULD BE CLEARLY LABELED AND NUMBERED SEQUENTIALLY. EACH TABLE AND FIGURE SHOULD HAVE A DESCRIPTIVE TITLE. FOR TABLES, COLUMN HEADINGS SHOULD BE CLEAR, AND UNITS OF MEASUREMENT SHOULD BE INDICATED. FOR FIGURES, CAPTIONS SHOULD BE PROVIDED. ANY DATA PRESENTED IN TABLES OR FIGURES THAT ORIGINATES FROM ANOTHER SOURCE MUST BE PROPERLY CITED, OFTEN WITH A NOTE BELOW THE TABLE OR FIGURE.

CAPTURING DATA: CITATION OF VARIOUS SOURCES

GRADUATE DISSERTATIONS DRAW UPON A WIDE ARRAY OF SOURCES. ACCURATELY CITING EACH TYPE OF SOURCE IS PARAMOUNT TO AVOIDING PLAGIARISM AND GIVING PROPER CREDIT TO ORIGINAL AUTHORS. CHICAGO STYLE PROVIDES DETAILED GUIDELINES FOR CITING EVERYTHING FROM CLASSIC BOOKS TO CONTEMPORARY ONLINE ARTICLES.

MASTERING THE NUANCES OF CITING DIFFERENT MEDIA IS A CRUCIAL SKILL FOR ANY GRADUATE STUDENT. INCONSISTENT OR INCORRECT CITATIONS CAN UNDERMINE THE CREDIBILITY OF YOUR ENTIRE RESEARCH EFFORT.

CITING BOOKS

CITING BOOKS IN CHICAGO STYLE INVOLVES PROVIDING THE AUTHOR'S NAME, THE FULL TITLE OF THE BOOK (ITALICIZED), THE PLACE OF PUBLICATION, THE PUBLISHER, AND THE YEAR OF PUBLICATION. FOR IN-TEXT CITATIONS IN THE AUTHOR-DATE SYSTEM, IT'S AUTHOR AND YEAR. IN THE NOTES AND BIBLIOGRAPHY SYSTEM, THE FIRST NOTE INCLUDES ALL THIS INFORMATION, PLUS THE SPECIFIC PAGE NUMBER.

EXAMPLE (BIBLIOGRAPHY ENTRY): SMITH, JOHN. *THE HISTORY OF ACADEMIC RESEARCH*. CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2021.

CITING JOURNAL ARTICLES

JOURNAL ARTICLES REQUIRE CITING THE AUTHOR(S), THE ARTICLE TITLE (IN QUOTATION MARKS), THE JOURNAL TITLE (ITALICIZED), THE VOLUME AND ISSUE NUMBERS, THE YEAR OF PUBLICATION, AND THE PAGE RANGE OF THE ARTICLE. FOR ONLINE ARTICLES, YOU WILL ALSO INCLUDE A DOI OR URL IF AVAILABLE.

EXAMPLE (BIBLIOGRAPHY ENTRY): DOE, JANE. "NEW FRONTIERS IN SCHOLARLY INQUIRY." *JOURNAL OF ACADEMIC STUDIES* 15, no. 2 (2022): 45-67. doi:10.1000/jas.2022.15.2.45.

CITING WEBSITES AND ONLINE RESOURCES

CITING WEBSITES AND ONLINE RESOURCES CAN BE COMPLEX DUE TO THEIR DYNAMIC NATURE. YOU SHOULD INCLUDE THE AUTHOR (IF KNOWN), THE TITLE OF THE SPECIFIC PAGE OR DOCUMENT, THE NAME OF THE WEBSITE, THE PUBLICATION DATE OR LAST

UPDATED DATE, AND THE DATE YOU ACCESSED THE INFORMATION, ALONG WITH THE URL. IF NO AUTHOR OR DATE IS APPARENT, YOU SHOULD NOTE THIS.

EXAMPLE (BIBLIOGRAPHY ENTRY): UNIVERSITY ARCHIVES. "RESEARCH GUIDELINES." UNIVERSITY WEBSITE, ACCESSED OCTOBER 26, 2023. [HTTPS://WWW.UNIVERSITY.EDU/ARCHIVES/GUIDELINES](https://www.university.edu/archives/guidelines).

CITING DISSERTATIONS AND THESES

WHEN CITING OTHER DISSERTATIONS OR THESES, YOU WILL INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE DISSERTATION (IN QUOTATION MARKS), THE DEGREE FOR WHICH IT WAS WRITTEN, THE UNIVERSITY THAT GRANTED THE DEGREE, AND THE YEAR OF COMPLETION. FOR UNPUBLISHED WORKS, YOU WILL OFTEN SPECIFY THIS.

EXAMPLE (BIBLIOGRAPHY ENTRY): LEE, DAVID. "INNOVATIONS IN DIGITAL SCHOLARSHIP." PhD DISS., STANFORD UNIVERSITY, 2019.

COMMON CHICAGO STYLE ERRORS IN DISSERTATIONS

GRADUATE STUDENTS OFTEN ENCOUNTER RECURRING ERRORS WHEN APPLYING CHICAGO STYLE TO THEIR DISSERTATIONS. RECOGNIZING THESE COMMON PITFALLS CAN HELP YOU AVOID THEM AND ENSURE A MORE POLISHED FINAL SUBMISSION.

THESE MISTAKES CAN RANGE FROM SUBTLE INCONSISTENCIES IN FORMATTING TO MORE SIGNIFICANT OVERSIGHTS IN CITATION ACCURACY, ALL OF WHICH CAN DETRACT FROM THE PERCEIVED QUALITY OF YOUR RESEARCH.

OVER-RELIANCE ON A SINGLE SOURCE TYPE

WHILE BOOKS ARE FOUNDATIONAL, A ROBUST DISSERTATION SHOULD DRAW FROM A DIVERSE RANGE OF SCHOLARLY SOURCES, INCLUDING PEER-REVIEWED JOURNAL ARTICLES, CONFERENCE PROCEEDINGS, AND CREDIBLE ONLINE RESOURCES. AN OVER-RELIANCE ON ONLY ONE TYPE OF SOURCE CAN LIMIT THE BREADTH AND DEPTH OF YOUR RESEARCH, AND MAY INDICATE A LESS COMPREHENSIVE LITERATURE REVIEW.

INCONSISTENT APPLICATION OF CITATION STYLE

PERHAPS THE MOST COMMON ERROR IS INCONSISTENCY IN APPLYING THE CHOSEN CITATION STYLE (AUTHOR-DATE OR NOTES AND BIBLIOGRAPHY). THIS CAN MANIFEST AS VARIATIONS IN PUNCTUATION, CAPITALIZATION, THE ORDER OF BIBLIOGRAPHIC ELEMENTS, OR THE FORMAT OF IN-TEXT CITATIONS AND NOTES. SUCH INCONSISTENCIES SIGNAL A LACK OF ATTENTION TO DETAIL AND CAN BE FRUSTRATING FOR READERS.

FORMATTING BLUNDERS

FORMATTING BLUNDERS CAN INCLUDE INCORRECT MARGINS, INCONSISTENT SPACING, IMPROPERLY FORMATTED PAGE NUMBERS, OR ERRORS IN THE NUMBERING OF TABLES AND FIGURES. THESE VISUAL INCONSISTENCIES CAN DISTRACT FROM YOUR CONTENT AND SUGGEST A LACK OF PROFESSIONALISM IN THE PRESENTATION OF YOUR WORK.

AVOIDING PLAGIARISM: THE IMPORTANCE OF PROPER CITATION

THE CORE PURPOSE OF EMPLOYING A RIGOROUS CITATION STYLE LIKE CHICAGO IS TO PREVENT PLAGIARISM. PLAGIARISM OCCURS WHEN YOU USE SOMEONE ELSE'S WORDS, IDEAS, OR DATA WITHOUT GIVING THEM PROPER CREDIT. THIS IS A SERIOUS ACADEMIC OFFENSE WITH SEVERE CONSEQUENCES.

PROPER CITATION IS NOT MERELY ABOUT AVOIDING PUNISHMENT; IT IS AN ETHICAL IMPERATIVE IN ACADEMIC RESEARCH. IT ACKNOWLEDGES THE CONTRIBUTIONS OF SCHOLARS WHO CAME BEFORE YOU, BUILDS UPON EXISTING KNOWLEDGE, AND ALLOWS YOUR READERS TO TRACE YOUR INTELLECTUAL JOURNEY.

FINAL CONSIDERATIONS FOR YOUR DISSERTATION

AS YOU FINALIZE YOUR GRADUATE DISSERTATION, A THOROUGH REVIEW OF YOUR CHICAGO STYLE APPLICATION IS ESSENTIAL. THIS FINAL CHECK CAN CATCH ERRORS THAT MIGHT HAVE BEEN OVERLOOKED DURING THE WRITING PROCESS. CONSIDER ASKING A TRUSTED COLLEAGUE OR MENTOR TO PROOFREAD YOUR DOCUMENT SPECIFICALLY FOR CITATION AND FORMATTING CONSISTENCY.

THE CHICAGO STYLE FOR GRADUATE DISSERTATIONS IS A DETAILED FRAMEWORK THAT, WHEN MASTERED, SIGNIFICANTLY ENHANCES THE CLARITY, CREDIBILITY, AND IMPACT OF YOUR SCHOLARLY WORK. BY DILIGENTLY APPLYING ITS PRINCIPLES, YOU DEMONSTRATE NOT ONLY YOUR RESEARCH PROWESS BUT ALSO YOUR COMMITMENT TO ACADEMIC EXCELLENCE AND ETHICAL SCHOLARLY PRACTICE.

FAQ

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

A: THE AUTHOR-DATE SYSTEM USES IN-TEXT CITATIONS WITH THE AUTHOR'S LAST NAME AND PUBLICATION YEAR, AND A REFERENCE LIST AT THE END. THE NOTES AND BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES FOR CITATIONS AND A BIBLIOGRAPHY AT THE END. THE FORMER IS COMMON IN SCIENCES AND SOCIAL SCIENCES, WHILE THE LATTER IS OFTEN USED IN HUMANITIES.

Q: HOW SHOULD I FORMAT MY DISSERTATION'S TITLE PAGE IN CHICAGO STYLE?

A: A CHICAGO-STYLE TITLE PAGE TYPICALLY INCLUDES THE DISSERTATION TITLE, YOUR NAME, THE DEGREE SOUGHT, THE DEPARTMENT, THE UNIVERSITY, AND THE SUBMISSION DATE. SPECIFIC UNIVERSITY REQUIREMENTS MAY DICTATE MINOR VARIATIONS.

Q: WHAT ARE THE GENERAL FONT AND MARGIN REQUIREMENTS FOR THE MAIN BODY OF A DISSERTATION IN CHICAGO STYLE?

A: FOR THE MAIN BODY, CHICAGO STYLE GENERALLY RECOMMENDS A 12-POINT READABLE FONT (LIKE TIMES NEW ROMAN), DOUBLE-SPACING, AND 1-INCH MARGINS ON ALL SIDES OF THE PAGE.

Q: How do I cite a book chapter in Chicago style for my dissertation?

A: When citing a book chapter, you generally provide the author of the chapter, the chapter title (in quotation marks), "in," the book title (italicized), editor(s) (if any), publication information for the book, and the page range of the chapter.

Q: Is it acceptable to use both footnotes and endnotes in a Chicago-style dissertation?

A: No, you must choose one system: either footnotes (at the bottom of each page) or endnotes (at the end of the document or chapter). Consistency is key.

Q: How do I cite a website that has no clear author or publication date in Chicago style?

A: If there's no author, you can start with the title of the page or document. If there's no publication date, use "(n.d.)" for "no date." Always include the date you accessed the website and the URL.

Q: What is the correct way to format the bibliography in Chicago style for a dissertation?

A: The bibliography should be alphabetized by the author's last name. Each entry follows specific formatting rules based on the source type (book, article, website, etc.), including author, title, publication details, and page numbers where applicable.

Q: Should I include sources I consulted but did not directly cite in my dissertation's bibliography?

A: Chicago style generally distinguishes between a "Reference List" (for author-date) or "Bibliography" (for notes and bibliography), which includes only cited sources, and a "Works Consulted" list, which can include sources reviewed but not directly cited. Clarify with your advisor which is preferred.

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