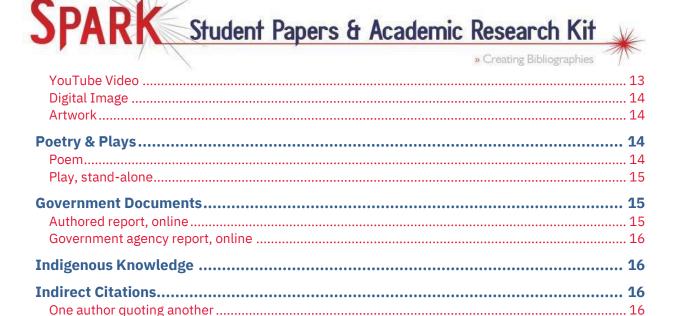


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Chicago Manual of Style 18th Edition – Notes & Bibliography

Commonly used in literature, history and the arts, Chicago style includes notes (footnotes or endnotes) and usually, a bibliography. Notes are referenced in-text, while the bibliography is included at the end of the document. A note should be included any time a source has been summarized, paraphrased, or directly quoted in your work. Examples in this guide will show how different resources are formatted as citations in both the bibliography and notes. For more detailed information on citing all types of sources use The Chicago Manual of Style Online, 18th ed., 2024.

This guide has examples of the Notes-Bibliography System. The Chicago Manual of Style (CMOS) also has an Author-Date System that is intended for use in the social sciences. Though the two styles are very similar, there are important differences in how in-text citations and reference lists are formatted. Please view the Author-Date version document for examples in that style.

Formatting Checklist (Notes & Bibliography Style)

- **Notes** cover both **footnotes**, which appear the bottom of a page, or **endnotes** appearing at the end of an article, chapter, or book. Footnotes are more common in scholarly works due to their ease of access for quick reference. Either can be used, but not both within the same paper.
- Indent the first line of each note, but not the second and following lines within the note entry (using "first-line indent" in most Word applications).
- Notes are numbered and correspond to superscripted note reference numbers in-text.
- In notes, authors' names appear in first-name then last-name order and the elements (e.g. author, title) are separated by commas or parentheses.
- After an initial note citation, shortened versions are used for ensuing citations from this publication, but only after the full citation has been introduced.
- Formats of shortened citations vary but generally consist of the author(s) last name, a few words from
 the title of the work, and the page number(s). In this guide, shortened notes are shown for books only.
 For examples of shortened citations, access <u>The Chicago Manual of Style (CMOS 18) Notes and
 Bibliography Citation Quick Guide.</u>

- In bibliographies, entries are listed alphabetically by author last name, then first name(s). If there is more than one author, only the name of the first author is inverted. The main elements of entries are separated by periods.
- If citing one or more works by the same author with the same publication date, use lower case letters to distinguish entries (e.g. 2004a, 2004b, etc.), which are listed in alpha-numeric order in the bibliography.
- If the author of the work is unknown, the bibliography and note should begin with the work's title.
- "Ibid" is no longer used when citing the exact same resource and page number as the preceding note. Instead, use a shortened citation that consists of the author's last name and the page number(s) of the passage.
- If your work has notes but no bibliography, it is expected that the full details of a source (the same information provided in the bibliography) will be included in the first note for each resource cited. Ensuing citations use shortened versions.

Changes in 18th Edition

- A place of publication is no longer required for citations of books in both notes and bibliographies.
- The page range for a cited chapter in an edited book, anthology, or compilation of essays is no longer required in a bibliography entry (though a page range is still required for journal articles).
- For successive works by the same author(s) in a bibliography, repeat the name of the author(s) for each entry rather than using a 3-em dash (——) after the first iteration of the name(s).
- Up to six authors are now listed in a bibliography entry; if more than six, only the first three are listed, followed by "et al." Previously, up to ten were listed. Note that et al. is not italicized.
- If the same person is cited as both author and editor of a work, the name is given in full for both roles.
- In a shortened note citation, up to two authors are now listed; if more than two, only the first is listed, followed by "et al."
- When citing a self-published book, it is no longer necessary to list a commercial distribution platform such as Amazon, Blurb, or Lulu Press.
- The phrase "published by the author" (abbreviated "pub. by author" in a note) is now preferred over "self-published" in citations of books published independently.
- A month or season is now be omitted in citations of journal articles, including just the calendar year is sufficient.
- Edited by and the like are spelled out in bibliographies. Translators, editors, etc. appear in the same order as on the title page of the original. For phrases like "Edited with an Introduction and Notes by" or "Translated with a Foreword by," simplify to "Edited by" or "Translated by." Edited by and the like (translated, illustrated, etc.) are abbreviated in notes: ed. by; trans. by; illus. by.
- For encyclopedia entries (online or print) the Latin abbreviation s.v. ("under the word") is no longer used before the name of the entry.
- In bibliographies, for AI content the organization or developer is now cited as the author (e.g. OpenAI), rather than the name of the tool (e.g. ChatGPT).

Books

The following examples show full note citations, as well as shortened versions. After an initial note citation, shortened versions are used for ensuing citations from this publication, **but only after the full citation has been introduced.** Shortened citations are used for all types of information (books, journal articles, web

pages, etc.) but for demonstration purposes, this guide shows only examples from book publications. **New:** Location of publication is no longer needed for book citations in notes and in bibliography entries.

One author

Bibliography

Horn, Michiel. York University: The Way Must be Tried. McGill-Queen's University Press, 2009.

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1. Michiel Horn, *York University: The Way Must be Tried* (McGill-Queen's University Press, 2009), 271.

Shortened Notes

1. Horn, Way Must be Tried, 273.

Two authors

Bibliography

Coates, Colin M., and Geoffrey Ewen. *Introduction aux études canadiennes: Histoires, identités et cultures.*Presses de l'Université d'Ottawa, 2012.

Notes

2. Colin M. Coates and Geoffrey Ewen, *Introduction aux études canadiennes: Histoires, identités et cultures* (Presses de l'Université d'Ottawa, 2012), 241-51.

Shortened Notes

2. Coates and Ewen, Études canadiennes, 281.

Three or more authors

For books with three or more (and less than six) authors, all names are fully cited in the bibliography. In a note, only the first author's name needs to be fully cited followed by the phrase "et al." For works with **more** than six authors, only the first three need to be fully cited in the bibliography; the rest can be replaced by "et al." For notes, only the first author's name is cited followed by the phrase "et al."

Bibliography

Eisen, Mitchell L., Jodi A. Quas, and Gail S. Goodman, eds. *Memory and Suggestibility in the Forensic Interview*. L. Erlbaum Associates, 2002.

Notes

3. Mitchell L. Eisen et al., eds., *Memory and Suggestibility in the Forensic Interview* (L. Erlbaum Associates, 2002), 65.

Shortened Notes

3. Eisen et al., Memory and Suggestibility, 68.

Corporate Author

If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization is listed as author in a bibliography, even if it is also given as publisher.

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University of Chicago Press. The Chicago Manual of Style. 18th ed. University of Chicago Press, 2024.

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4. University of Chicago Press, *The Chicago Manual of Style*, 18th ed. (University of Chicago Press, 2024), 23.

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4. Univ. Of Chicago Press, Chicago Manual, 25.

Multiple editions

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Dickason, Olive Patricia. A Concise History of Canada's First Nations. With William Newbigging. 2nd. ed. Oxford University Press, 2010.

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5. Dickason, Concise History, 49.

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Hird, Myra J., and George Pavlich, eds. *Questioning Sociology: Canadian Perspectives.* 2nd ed. Oxford University Press, 2012.

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6. Myra J. Hird and George Pavlich, eds., *Questioning Sociology: Canadian Perspectives,* 2nd ed. (Oxford University Press, 2012), 179.

Shortened Notes

6. Hird and Pavlich, Questioning Sociology, 181.

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New: The phrase "published by the author" (abbreviated "pub. by author" in a note) is now preferred over "self-published."

Bibliography

Hammel, Sara. *The Strong Ones: How a Band of Civilian Women Made Their Mark on the Army*. Published by the author, 2021.

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7. Sara Hammel, *The Strong Ones: How a Band of Civilian Women Made Their Mark on the Army (*Pub. by author, 2021), 121.

Shortened Notes

7. Hammel, The Strong Ones, 122.

Book chapter

New: The page range for the chapter within a book, anthology, or collection of essays is no longer needed.

Bibliography

Wong, Kin Ho. "A Gay Actor with Multiple Scripts: Impression Management Strategies to Comply with Traditional Chinese Family Norms." In *Skeletons in the Closet*, edited by Aysan Sev'er and Jan Trost. Wilfred Laurier University Press, 2011.

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8. Kin Ho Wong, "A Gay Actor with Multiple Scripts: Impression Management Strategies to Comply with Traditional Chinese Family Norms," in *Skeletons in the Closet*, ed. Aysan Sev'er and Jan Trost (Wilfred Laurier University Press, 2011), 126.

Shortened Notes

8. Wong, "Gay Actor," 128.

E-book (downloaded)

Electronic formats don't always carry stable page numbers. In lieu of page numbers, you can include the chapter or section title. Sometimes a suitable URL based on a DOI may not be available. In this case, list the name of the commercial database or format consulted (e.g. Kindle). **New**: A commercial distribution platform such as Amazon, Blurb, or Lulu Press is no longer cited.

Bibliography

Fallis, George. *Multiversities, Ideas and Democracy*. University of Toronto Press, 2007. ProQuest Ebook Central.

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9. George Fallis, *Multiversities, Ideas and Democracy* (University of Toronto Press, 2007), chap. 9, ProOuest Ebook Central.

Shortened Notes

9. Fallis, Multiversities, chap.9.

E-book (published with URL)

For citing the online book version, include a persistent URL based on the DOI number where possible.

Bibliography

Antokoletz, Elliot. *Musical Symbolism in the Operas of Debussy and Bartok.* Oxford University Press, 2008. https://doi.org/10.1093/acprof:oso/9780195365825.001.0001.

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10. Elliot Antokoletz, *Musical Symbolism in the Operas of Debussy and Bartok* (Oxford University Press, 2008), chap. 2, https://doi.org/10.1093/acprof:oso/9780195365825.001.0001.

Shortened Notes

10. Antokoletz, Musical Symbolism, chap. 3.

Articles

When citing articles, cite the specific page numbers you are referencing in the note, but cite the full page range of the article in the bibliography.

E-journal (from a database, with a DOI)

Include a URL based on a DOI. If there is no DOI, then use the form of the URL that is provided with the article.

Bibliography

Heller, Monica. "Langues, communauté et identité: Le discours expert et la question du français au Canada." *Anthropologie et sociétés* 31, no. 1 (2007): 39-54. https://doi.org/10.7202/015981ar.

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McDonald, Steve, Nan Lin, and Dan Ao. "Networks of Opportunity: Gender, Race, and Job Leads." *Social Problems* 56, no. 3 (2009): 385–402. https://www.jstor.org/stable/10.1525/sp.2009.56.3.385.

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12. Steve McDonald, Nan Lin, and Dan Ao, "Networks of Opportunity: Gender, Race, and Job Leads," *Social Problems* 56, no. 3 (2009): 396, https://www.jstor.org/stable/10.1525/sp.2009.56.3.385.

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Paul, Rodney Joseph, and Andrew Weinbach. "Determinants of Attendance in the Quebec Major Junior

Hockey League: Role of Winning, Scoring and Fighting." *Atlantic Economic Journal* 39, no. 3 (2011): 303-11.

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13. Rodney Joseph Paul and Andrew Weinbach, "Determinants of Attendance in the Quebec Major Junior Hockey League: Role of Winning, Scoring and Fighting," *Atlantic Economic Journal* 39, no. 3 (2011): 307.

Magazine article, print or online

For a magazine article consulted online, include a URL at the end of the citation. Specific page numbers may not be available for online articles, but should be cited if available.

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Gladwell, Malcolm. "The Tweaker." New Yorker, November 14, 2011.

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Course Materials & Unpublished Presentations

Online lecture slides (eClass, Canvas, etc.)

If the slides are available online, include a URL. **New**: Parentheses (used in previous editions) no longer enclose information about the presentation.

Bibliography

Sloniowski, Lisa. "Lecture 1. EN 1950: Beyond Google: Research Methods in English Studies." Slides from lecture at York University, Toronto, ON, January 11, 2020.

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17. Lisa Sloniowski, "Lecture 1. EN 1950: Beyond Google: Research Methods in English Studies," Slides from lecture at York University, Toronto, ON, January 11, 2020.

Course kits

The Chicago Manual of Style, 17th ed. does not provide instructions on how to cite course-related material. This is just one possible format using a book citation. We suggest that you check with your instructor.

Bibliography

Vernon, Karina. *Black Civility: Black Grammars of Protest on the Canadian Prairies 1905-1950.* Course kit for HUMA 3315: Black Literatures and Cultures in Canada, compiled by Andrea Medovarski, York University Bookstore, 2020, 131-144.

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18. Karina Vernon, *Black Civility: Black Grammars of Protest on the Canadian Prairies* 1905-1950. Course kit for HUMA 3315: Black Literatures and Cultures in Canada, compiled by Andrea Medovarski (York University Bookstore, 2020), 134.

Papers or Posters, unpublished

To cite a paper or poster presented at a meeting, include format, location (if applicable), and date of the meeting following the title. If available online, include a URL. Parentheses (used in previous editions) no longer enclose information about the presentation.

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Harper, David G. "The Several Discoveries of the Ciliary Muscle." PowerPoint presentation, 25th Anniversary Meeting of the Cogan Ophthalmic History Society, Bethesda, MD, March 31, 2012.

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19. David G. Harper, "The Several Discoveries of the Ciliary Muscle," PowerPoint presentation, 25th Anniversary Meeting of the Cogan Ophthalmic History Society, Bethesda, MD, March 31, 2012.

Web Pages

Some websites do not have a formal title, and are identified according to the entity responsible for the website with a description. **Citations of website content are often limited to the notes only**, but in works without notes, they can also be cited in the bibliography listed by the author or sponsor of the site. If a publication date or date of revision is not available, then include an access date instead.

Entire website

Canadian Observatory on Homelessness. The Homeless Hub. Accessed January 7, 2022. https://homelesshub.ca/

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Web page, authored

Website titles are not italicized; instead, place a specific page or a titled section of a website in quotation marks.

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Sci.Fi.Brarian. "Representations of Libraries and Librarians in Popular Culture, Particularly Science Fiction and Fantasy." THE SCI-FI-BRARIAN Science fiction, information science, and other assorted geekery. 27 Feb. 2016. https://scifibrarian.com/2016/02/27/representations-of-libraries-and-librarians-in-popular-culture-particularly-science-fiction-and-fantasy/.

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21. Sci.Fi.Brarian, "Representations of Libraries and Librarians in Popular Culture, Particularly Science Fiction and Fantasy," THE SCI-FI-BRARIAN Science fiction, information science, and other assorted geekery, 27 Feb. 2016, https://scifibrarians-in-popular-culture-particularly-science-fiction-and-fantasy/.

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The ArQuives. "Our Team." Accessed January 7, 2022. https://arquives.ca/about/team.

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22. "Our Team," The ArQuives, accessed January 7, 2022, https://arquives.ca/about/team.

Blog post

Blogs that are part of a larger corporation should also include that publication's name after the blog title. Blog names are considered like periodicals and are italicized, while blog entries use quotation marks.

Bibliography

Bowen, Victoria. "A Book of the Week: Flora of the Colosseum of Rome." *Through the Revolving Door:*Fisher Blog. Thomas Fisher Rare Book Library, University of Toronto Libraries. February 17, 2022.

https://fisher.library.utoronto.ca/fisher-blog/ia-book-week-flora-colosseum-rome.

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23. Victoria Bowen, "A Book of the Week: Flora of the Colosseum of Rome," *Through the Revolving Door: Fisher Blog*, Thomas Fisher Rare Book Library, University of Toronto Libraries, February 17, 2022, https://fisher.library.utoronto.ca/fisher-blog/ia-book-week-flora-colosseum-rome.

Web page, archived

If a webpage is no longer available but has been preserved in a web archive—such as the *Wayback Machine*—include the original URL (if available) as well as the link for the archived version.

Bibliography

"Academics." Howard University. https://howard.edu/academics. Archived October 19, 2023, at https://web.archive.org/web/20231019175606/https://howard.edu/academics.

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24. "Academics," Howard University, https://howard.edu/academics, archived October 19, 2023, at https://web.archive.org/web/20231019175606/https://howard.edu/academics.

Generative AI

When citing generative AI content, include a formal citation through a footnote or endnote. If the AI-generated text has been edited, indicate this in the note (e.g. "edited for style.") When including a citation for generative AI in your bibliography, you should include a publicly available link to the chat where supported. **New**: for notes, include the tool used (e.g. ChatGPT) as author of the content, then the organization that produced the tool as the publisher (e.g. OpenAI). Like personal communications, chatbot conversations are not usually included in a bibliography or reference list, but if you choose to add it, cite the reference under the name of the publisher or developer (e.g. OpenAI) rather than the name of the tool and include a publicly available URL if available. Include the date when the content was generated in both cases.

Bibliography

OpenAI. Response to "Explain the impacts of ChatGPT on academic integrity." ChatGPT. February 20, 2024. https://chat.openai.com/share/37b2f30b-4540-478c-9aca-7309b650921e.

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25. Text generated by ChatGPT, OpenAI, February 20, 2024, https://chat.openai.com/share/37b2f30b-4540-478c-9aca-7309b650921e.

Or, if you haven't included your prompt in the text of your paper:

25. ChatGPT, response to "Explain the impacts of ChatGPT on academic integrity," OpenAI, February 20, 2024.

AI Generated Digital Image

Credit AI generated images with a "figure" description below the image similar to ones used for illustrations and tables. If you include it as an entry in a bibliography, use the generative AI format recommended above.

Canva. Image generated from the prompt "An ornate bookshelf with a portal into another dimension." Free Online Image Generator. April 23, 2025.

https://www.canva.com/design/DAGlfN7tsdk/biVhEAnThHzfq85EMEBQQg/view?utm_content=DAGlfN7tsdk&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h6de3a143a7

Figure Notes

Fig. 25. Image generated by Canva Free Online Image Generator, April 23, 2025, from the prompt "An ornate bookshelf with a portal into another dimension."

Encyclopedias

Well-known reference books, such as major dictionaries and encyclopedias, are **normally cited in notes rather than in bibliographies.** Other reference works are cited with full publication details in the same manner as books. For online works, include a publication or access date and a URL.

For certain reference works—particularly those with substantial, authored entries—it may be appropriate to cite individual entries by author, much like contributions to a multi-author book. These citations may be included in a bibliography. **New**: previously the Latin abbreviation s.v. was used before the entry name but is no longer recommended.

Print

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26. Andrea O'Reilly, ed., "Aboriginal Mothering," in Encyclopedia of Motherhood (Sage, 2010).

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Wikipedia

For Wikipedia, use the URL for the archived version of the page which is accessible by selecting the "view history" tab and clicking the most recent date. **New**: for references to an alphabetically arranged work, you can cite the entry name preceded by the word "under" if needed. The Latin abbreviation s.v. is no longer used.

Wikipedia. "Lester B. Pearson." Last modified December 13, 2021.

https://en.wikipedia.org/w/index.php?title=Lester B. Pearson&oldid=1060167477

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28. Wikipedia, under "Lester B. Pearson," last modified December 17, 2021, https://en.wikipedia.org/w/index.php?title=Lester B. Pearson&oldid=1060167477.

Film, Media & Art

Citations for multimedia content usually include some or all of the following elements: the name of the person primarily responsible with their designation (director, creator, etc.), title of the work, names of additional contributors, date, location, format, and a URL for online sources. **However, the order of these elements depends on the nature of the source, whether a part or the whole is cited, and whether a particular contributor is the focus.** Whom to list as "author" depends on the focus of the citation and is a matter of authorial discretion.

Film

Bibliography

Gunnarsson, Sturla, dir. *Force of Nature: The David Suzuki Movie*. National Film Board of Canada. 2010. https://www.nfb.ca/film/force-of-nature-the-david-suzuki/.

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Butt, Brent, creator. Corner Gas. Season two. PrairiePants Productions. 2005. DVD.

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Storey, David, dir. *Corner Gas.* Season 1, episode 6, "World's Biggest Thing." PrairiePants Productions. Aired February 25, 2004, on CTV.

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Morey, Hal. *Sun Beams Into Grand Central Station*. Circa 1930. Photograph. Getty Images Gallery. gettyimagesgallery.com/images/sun-beams-into-grand-central-station/.

Notes

33. Hal Morey, *Sun Beams Into Grand Central Station*, circa 1930, photograph, Getty Images Gallery, gettyimagesgallery.com/images/sun-beams-into-grand-central-station/.

Artwork

Italicize names of artworks and include date of creation, medium, dimensions, and location of gallery collection or copyright holder. **New**: Museum accession or object numbers should be included if available, but always add a URL for online images.

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Dalí, Salvador. *The Persistence of Memory.* 1931. Oil on canvas, 24.1 × 33 cm. Museum of Modern Art, New York. Object no. 162.1934. https://www.moma.org/collection/works/79018.

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Poetry & Plays

Classic English poems and plays can often be cited by book, canto, and stanza; stanza and line; act, scene, and line; or similar divisions. **New**: For bibliographies, the page number range for a poem or play within an anthology is not needed.

Poem

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Authored report, online

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Indigenous Knowledge

New: If the source of information is an Indigenous Elder or other Indigenous Knowledge Keeper, acknowledge the authority of the Traditional Knowledge and Oral Traditions passed down through Indigenous Knowledge Keepers by including as much information as is available.

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