

### **3-08/040.75 - Copy (Distribution) Notation**

Copy (distribution) notation, "c:" shall be in lower case only, punctuated with a colon and shall appear only on the copies. This notation shall be placed two lines below any other notation and shall be the last one.

Entries shall be listed in a single column and single-spaced, with the first entry placed on line with the "c:" notation. Entries shall be typed in upper and lower case with normal punctuation.

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