

**NOTIFICATION OF INTENT TO PUBLISH—FORM 3868**

To insure that your publication will receive proper consideration for inclusion in our Sales and Depository Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Stock Number \_\_\_\_\_ (SuDocs will provide.)

Printing and Binding Req. Number \_\_\_\_\_

RPPO Control Number \_\_\_\_\_

Date Submitted \_\_\_\_\_

Please notify  publisher  printing officer of rider decision.

Please type. Form is aligned for typewriter use.

Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

\_\_\_\_\_  
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)

\_\_\_\_\_  
(Publishing Agency) (Bureau)

1. Title of publication \_\_\_\_\_
2. What publication does it supersede? Stock Number \_\_\_\_\_ Title \_\_\_\_\_
3. How does this compare with previous editions? \_\_\_\_\_
4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)  
\_\_\_\_\_
5. Brief description of contents \_\_\_\_\_
6. Quantity for agency distribution \_\_\_\_\_ Specific audiences for agency distribution \_\_\_\_\_
7. Recommended for sale  Yes—Quantity \_\_\_\_\_  No Reason for recommendation \_\_\_\_\_
8. Suggested audiences for sale copies \_\_\_\_\_
9. Please check types of promotions planned by agency for sales copies:  
 Flyer—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
 Press Releases—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
 Review Copies—Quantity \_\_\_\_\_ Audiences \_\_\_\_\_  
 Advertising In:  Agency Publications  Paid Media  Other \_\_\_\_\_ Est. Total Circulation \_\_\_\_\_
10. Will agency mailing lists be used for your promotional mailings?  No  Yes If yes, number of addresses available \_\_\_\_\_
11. Depository Library distribution  Yes  No If no, reason (See reverse for explanation)  1)  2)

Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER.

\_\_\_\_\_  
(Printing Officer's Name) (Area Code) (Phone)

12. Publication description:  Non-subscription  Subscription  New  Revision  Reprint  
 Series—Number \_\_\_\_\_ Anticipated revision date \_\_\_\_\_ Series—Title \_\_\_\_\_
13. FORMAT:  book  tape COVER:  self BINDING:  saddle stitch  looseleaf  banded  
 folder  microform  paper  side stitch  punched  shrink wrapped  
 form  other \_\_\_\_\_  casebound  adhesive  drilled  other \_\_\_\_\_  
 map  other \_\_\_\_\_  sewn
14. Unit of Issue \_\_\_\_\_ No. of Pages \_\_\_\_\_ No. of Illustrations \_\_\_\_\_ Trim Size \_\_\_\_\_ No. of Foldins \_\_\_\_\_
15. 4-color process  Yes  No Color of ink (Cover) \_\_\_\_\_ (Text) \_\_\_\_\_
16. Paper: Cover \_\_\_\_\_ Text \_\_\_\_\_ Est. Del. Date \_\_\_\_\_
17. Jacket No. \_\_\_\_\_ Program No. \_\_\_\_\_ Print Order No. \_\_\_\_\_
18. Printer:  Main GPO  Deal Direct  Waiver  GPO Regional Office (City) \_\_\_\_\_

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS.

Req. Number \_\_\_\_\_ IMS initials/Date \_\_\_\_\_

19. SuDocs riding for \_\_\_\_\_ copies  Not for sales  For sale line only  Individual cartons  Cartons  ISBN
20. Dep. Lib. riding for \_\_\_\_\_ copies File Copies \_\_\_\_\_ IES Copies \_\_\_\_\_ Item number \_\_\_\_\_

Part IV. This space may be used by AGENCY.

GPO will ride for \_\_\_\_\_ paper copies \_\_\_\_\_ cloth copies  
 Paper S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_ Cloth S/N \_\_\_\_\_ Price: \$ \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THIS FORM

To insure that your publication receives proper consideration for inclusion in our Sales and Depository Library programs, please supply all pertinent information available at the time this form is submitted. By providing complete information 30 days prior to submitting your printing requisition, you can be assured that we will have adequate time to make the best decision. Please attach an additional sheet of paper to this form if you require more space to provide complete information.

**REMINDER:** Please retain a copy of this completed form for your records so that you can add GPO stock numbers and prices if the Superintendent of Documents rides your requisition for sales copies.

If you have any questions or need help with the Sales, Depository Library, or Marketing programs, please call:

<p><b>Sales Service</b> Chief Documents Control Branch (202) 512-2414</p>	<p><b>Library Program Service</b> Chief, Depository Administration Branch (202) 512-1071</p>	<p><b>Marketing Office</b> Director of Marketing (202) 512-2258</p>
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Most of the items on this form are self-explanatory. Additional explanations for some items are given below:

**Part I—Agency Publisher or Program Officer:** The individual named should be knowledgeable about the content, planned distribution, and marketing of the publication (e.g., editor, publisher, author, or program officer).

2. **What publication does it supersede?** Supply the publication title(s), series number and stock number(s) of the edition(s) which the new publication replaces.

3. **How does this compare with previous editions?** Specify any differences in information, specifications, and content in the new edition.

5. **Brief description of contents:** If a description is contained in the preface, foreword, introduction, or title page, you may attach a copy of the appropriate section instead of filling in this section.

6. **Specific audiences for agency distribution:** Specify what target audience and how many copies of the publication your agency will be distributing.

7. **Recommendation for sale:** If yes, include specific audiences that might be targeted and the estimated size of each audience. Please be as specific as possible, e.g., indicate *energy researchers* instead of *scientists*. If no, explain.

11. **Depository Library Distribution:** 44 U.S.C. Section 1902 requires that Government publications be made available to depository libraries, unless they are:

1. "determined by their issuing components to be required for official use only for strictly administrative or operational purposes *which have no public interest or educational value*" [Emphasis added]
2. "classified for reasons of national security"

If you have answered "no" to question 11, you must indicate into which of the above exception categories your publication falls. (The agency does not bear the cost of depository copies if the document is printed through GPO.)