



# NOTIFICATION OF INTENT TO PUBLISH — Form 3868

To insure that your publication will receive proper consideration for public distribution programs, please supply as much of the following information as you know. GPO's Federal Depository Library Programs (FDLP) distribute publications to the nation's libraries, making them more widely available to the public. This distribution is provided at no cost to the Agency. It is a benefit to producing publications through GPO. Depending upon content, between 15 – 1200 additional printed copies may be needed for depository distribution. Another publication distribution outlet you may want to consider utilizing is GPO Sales. **Please submit this form up to 30 days before sending your Printing Requisition to learn of the number of additional copies needed. This form itself is not a printing requisition.**

Date submitted \_\_\_\_\_  
Jacket # \_\_\_\_\_  
Program/Print Order # (if known) \_\_\_\_\_  
Printer  Main GPO  Direct Deal  SPA  
GPO Source: Regional Office \_\_\_\_\_

**At Time of Printing:** Send form to [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) or fax to **202.512.1260**.  
**In Advance of Printing:** Contact Depository Acquisitions at **202.512.1585** or [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) to determine depository quantities. Contact GPO Sales at **202.512.2245**, [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) or fax to **202.312.0181**

**ABOUT YOU** First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**ABOUT YOUR PUBLICATION**

1. \_\_\_\_\_  
(Publishing Agency, Bureau, Commission, etc) (Additional information on publishing agency)

2. Title of Publication \_\_\_\_\_

3. Series Title of Publication (if any) and Series Number (if applicable) \_\_\_\_\_

4(a). Target Date of publication Month \_\_\_\_\_ Year \_\_\_\_\_ 4(b). Estimated Delivery Date Month \_\_\_\_\_ Year \_\_\_\_\_

5. Do you intend that this publication be available online?  Yes  No Is this publication already available online?  Yes  No

6. If available online currently, please provide the web address: \_\_\_\_\_

7. If this publication will be online, but is not yet, when do you anticipate it will be online? Month \_\_\_\_\_ Year \_\_\_\_\_

**ABOUT PUBLICATION CONTENT**

8. Brief description of contents and/or subject of the publication \_\_\_\_\_

9. Is the content of this publication new (never before published)?  Yes  No

10. If not new content, please tell us more about the previous content:  
▪ **FORMAT:** Is this a new format of a previously published title?  Yes  No  
If yes, what is the format of the other version(s) of this publication (paper, online, other)? \_\_\_\_\_  
▪ **TITLE:** What is the title of the previous version? \_\_\_\_\_  
▪ **CONTENT:** How does the content of this new publication compare with previously published editions? \_\_\_\_\_  
▪ **REPLACEMENT:** Does this publication completely replace/supersede the previous publication?  Yes  No  
If yes, does this publication replace a defective product?  Yes  No

11(a). Will this publication be recurring?  Yes  No 11(b). If yes, expected frequency?  Annually  Quarterly  Monthly  Other \_\_\_\_\_

**ABOUT PUBLICATION FORMAT(S)**

12. Please indicate the formats to be produced. GPO can help you further define specifications for this publication. Contact National Account Managers at [nam@gpo.gov](mailto:nam@gpo.gov) or **202.512.1904**  
 Online publication  E-Book  Video  Audio  CD-ROM or DVD  Graphic image publication  
 Paper publication  Book  Form  Map  Picture  Other

**SPECIFICATIONS FOR PAPER PRINTING**

13. If your product is a paper publication, please tell us your printing requirements:  
▪ **COVER**  Paper  Self  Casebound  
▪ **BINDING**  Saddle  Side stitch  Adhesive  Sewn  Looseleaf  Punched  Drilled  
▪ **INK** Four Color Process  Yes  No Color Ink: (cover) \_\_\_\_\_ (text) \_\_\_\_\_  
▪ **SPECS** Number of Illustrations \_\_\_\_\_ Number fold-ins \_\_\_\_\_ Trim Size \_\_\_\_\_ Number of Pages \_\_\_\_\_ Unit of Issue \_\_\_\_\_  
▪ **PACKING**  Banded  Shrink Wrapped  Individual Cartons  other

14. Printing Officer Information (if different from "about you" above)  
\_\_\_\_\_  
(Printing Officer First Name) (Printing Officer Last Name) (Printing Officer Email) (Printing Officer Telephone Number)

**ABOUT TARGET AUDIENCES**

15. Specify intended target audiences \_\_\_\_\_

**PLANNED PUBLICATION MARKETING**

16. This publication may be sold to the public?  Yes  No  
17. Recommended for sale by GPO's Publication and Information Sales program?  Yes  No  
18. Please check types of promotions planned by agency for sales copies:  
 Flyer  Press Releases  Review Copies  Traditional Advertising  Content promotion at conferences  
 Email announcements  Social media outreach by agency through Twitter, Facebook, etc. (ask GPO about help in this area!)

**ABOUT EXPECTED DISTRIBUTION**

19. Does this publication have any distribution restrictions?  Yes  No  
20. What publication restrictions apply to this publication?  
 Embargoed until \_\_\_\_\_  For official use only  For internal use only  
 Copyright protected  Possible licensing issues  Contains classified material; not for public dissemination  
 Personally Identifiable information (PII – includes social security numbers, account numbers, etc.)

**IMPORTANT NOTE:**  
Non-restricted publications will automatically be considered for inclusion in the Federal Depository Library Program (FDLP).

**QUANTITIES FOR DISTRIBUTION**

Number of copies for Agency Distribution \_\_\_\_\_  
Number of copies for Depository Library Distribution \_\_\_\_\_ By-Law File Copies \_\_\_\_\_ IES Copies \_\_\_\_\_ FDLP Item # \_\_\_\_\_  
Number of copies GPO Sales ride: Paper Copies \_\_\_\_\_ Price \_\_\_\_\_ Cloth Copies \_\_\_\_\_ Price \_\_\_\_\_  
GPO Sales Stock # \_\_\_\_\_ Sales Requisition # \_\_\_\_\_ ISBN or ISSN \_\_\_\_\_ Subscription  Yes  No