

**PROPOSED RELEASE PLAN FOR
THE ROSWELL REPORT: CASE SOLVED**

PRE-RELEASE (the time between report/video approval to the day prior to release of the report/video to the public)

- Make final directed changes to report and video.
- Final review of report and video by JAG.
- Review of report and video by PAS (Security and Policy).
- Determine if we wait for the final bound report to be printed before announcing the report or proceed with internally produced copies for the press release.
- Determine who will actually sponsor the report publication (HO, AU?).
- Work with Mr. Davidson's staff to determine how many copies of the report and video will be required to satisfy distribution within the Air Force, DOD and other government agencies, Congress, the White House, and others whom Mr. Davidson or the Secretary may require.
- Determine how, when, and by whom, this distribution will be handled.
- Video screening for Gen Fogelman, MG MacIntosh, et al.
- Determine release date and coordinate with Air Force Public Affairs (PA) on the following:
 - Insure release date does not conflict with other planned events.
 - PA assigns single point of contact.
 - Schedule time and location for press conference.
 - Determine how many copies of the report and video will be required for PA's normal distribution to the major print press and major media.
 - Determine who (AAZD or PA) will field other requests for the final report, video, as well as access to Capt McAndrew for interviews and outline protocols for these requests.
- Copy report and video using appropriate vendors dictated by the number of copies required.
- Contact one major press outlet for exclusive, embargoed story to coincide with release of final report.
- Contact one major media program for exclusive, embargoed program to coincide with release of final report.
- Complete toolbook for SAF/AAZD homepage.
- Conduct mock press conference/interview.

RELEASE (the day prior and the day of report release)

- DAY PRIOR:
 - Deliver copies of report and video to White House (President's Science Advisor), Congress and other appropriate parties.
 - Publication of story in major press outlet.
 - Broadcast of program on major media program.
- DAY OF:
 - 0800: Distribution by PA through Pentagon Press Office of report and video to major print press and major media.
 - 1330: Press Conference.

POST-RELEASE (for the work week following the release of the report)

- We will not solicit interviews or other contact with press and media. However, Capt McAndrew will be made available to major print press and major media after the press conference upon request. Requests will be considered from, but not limited to, the following (not in any order):
 - PBS "News Hour"
 - "Nightline"
 - Network Morning News Programs ("Today," "GMA," "CBS This Morning," "Fox Morning News")
 - "Larry King Live"
 - Network News Magazines
 - C-SPAN
 - Major News Magazines
 - Time
 - Newsweek
 - US News and World Report
 - Economist
 - Legitimate Science Periodicals (e.g., Scientific American, Aviation Week & Space Technology)
 - Air Force News Service
 - Air Force Times (including Robert Dorr)
 - Air Force, Airman, and Citizen Airman magazines
 - "Unsolved Mysteries" (only if they treat the story as a "solved mystery")

- Foreign Press outlets
- Washington DC and other local press and media
- Major New Mexico newspapers
- Wire Services
- Other major press and network nightly news media
- Telephone interviews will be considered on a case-by-case basis.
- Video mass reproduced and distributed to base level PA offices.
- Toolbook goes on SAF/AAZD home page.

UNCONDITIONAL AND ABSOLUTE NO's (Rule: if it's entertainment or infotainment it's an automatic no. If it's a legitimate news outlet, refer for decision.)

- Tabloid press (National Enquirer, Globe, etc.)
- Tabloid media ("Current Affair," "Inside Edition," "Hard Copy," etc.)
- Television talk shows, late-night television programs, radio call-in shows
- "Sightings," "Psychic," and other programs that exploit pseudoscience and the paranormal
- UFO magazines or other periodicals that exploit pseudoscience and the paranormal
- Gossip magazines (People, US, etc.)
- Sci-fi Channel
- MTV
- Psychic Friends Network
- Placing the full report and/or video on internet web site prior to publication of bound final report (toolbook will have information on how to acquire the report and video)
- Interviews with individuals not formally accredited with a legitimate news outlet, e.g., no "stringers."

SAF/AA
1720 Air Force Pentagon
Washington DC 20330-1720

Colonel....,
Commander, 11th Wing
20 MacDill Blvd., Suite 300
Bolling AFB DC 20332-0101

Dear Colonel....,

Please convey my most sincere appreciation to Mr. Panagiotis "Pete" Hatzakos, Hq USAF Television Center, 11th CS/SCUT, for his exemplary support to the SAF Declassification and Review Team (SAF/AAZD) during the production of The Roswell Reports. This 25-minute video summarizes the conclusions contained in two studies directed by this office to resolve the claims that the Air Force covered-up a crash of an extraterrestrial spacecraft and recovered the bodies of its alien crew near Roswell, New Mexico in 1947.

Assigned as editor, Mr. Hatzakos became a complete collaborator on this project with the two SAF/AAZD writers. The production occurred over several months and, as the second report approached completion, numerous changes in the video were required to conform to the changes in the report. Mr. Hatzakos' superior technical skills and frequent creative input aided immeasurably in making The Roswell Reports a compelling viewing experience.

Potentially, this video could be seen by thousands of viewers Air Force-wide. Furthermore, the controversial nature of this subject may demand this product be made available outside Air Force channels. Should this occur, Mr. Hatzakos would certainly share credit in the success of this unique product. His ceaseless professionalism and tireless efforts on behalf of the Declassification and Review Team confer well-deserved credit upon Air Force Television and the 11th Wing.

Sincerely,

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1720 Air Force Pentagon
Washington DC 20330-1720

Colonel....,
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SSgt Kevin D. Dawson, SRA Gus R. Thompson, SRA Michelle L. Gray, and AIC Greggery A. Johnson provided technical support during the production of this video, which spanned several months. Numerous audio and video modifications were required to conform to the changes in the second report as it neared completion. From videotaping still photos to recording narration, the collective efforts of highly skilled and dedicated individuals aided immeasurably in making The Roswell Reports a compelling viewing experience.

Potentially, this video could be seen by thousands of viewers Air Force-wide. Furthermore, the controversial nature of this subject may demand this product be made available outside Air Force channels. Should this occur, Air Force Television personnel would certainly share credit in the success of this unique product. Their professionalism and tireless efforts on behalf of the Declassification and Review Team confer well-deserved credit upon Air Force Television and the 11th Wing.

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1720 Air Force Pentagon
Washington DC 20330-1720

Colonel....,
Commander, 11th Wing
20 MacDill Blvd., Suite 300
Bolling AFB DC 20332-0101

Dear Colonel....,

Please convey my sincere appreciation to SRA Tania L. Allinger, Hq USAF Television Center, 11th CS/SCUT, for her superb work on Clarifying E.O. 12958: A Conversation with Mr. Gene White. Produced as a training product, this 39-minute video was designed to allow the Chief of Air Force Information Security (AF/SPI) to elaborate on Air Force policy bearing the complex details of Executive Order 12958, "Classified National Security Information" through an interview with a member of the SAF Declassification and Review Team (SAF/AAZD).

As director in the control booth during the interview, SRA Allinger expertly choreographed the camera movements and operated the video switcher. Following the recording session, she expeditiously handled the post-production details: adding titles, selecting music, and adjusting the sound levels on the master tape.

This product has already been used to great effect during training sessions for information security managers, historians, and administrators. Furthermore, SAF/AAZD plans to place several video clips from the interview on to its Web site, allowing internet users access to this important guidance from AF/SPI. SRA Allinger's considerable skills as a television craftsperson are certainly evident in this video. Her efforts on behalf of the Declassification and Review Team reflect commendably on Air Force Television and the 11th Wing.

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1720 Air Force Pentagon
Washington DC 20330-1720

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TSgt Bonnie M. Marchal and SRA Michelle L. Gray were assigned as camera operators, while A1C Greggery A. Johnson operated the teleprompter during the interview. SRA Gray was also designated floor director during the recording. Each handled their responsibilities in a highly proficient, skillful, and professional manner.

This product has already been used to great effect during training sessions for information security managers, historians, and administrators. Furthermore, SAF/AAZD plans to place several video clips from the interview on to its Web site, allowing internet users access to this important guidance from AF/SPI. TSgt Marchal, SRA Gray and A1C Johnson contributed significantly to this effort. Their efforts on behalf of the Declassification and Review Team reflect commendably upon Air Force Television and the 11th Wing.

Sincerely,



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Secretary

25 October 1996

MEMORANDUM FOR AF/JAG

FROM: SAF/AAZD

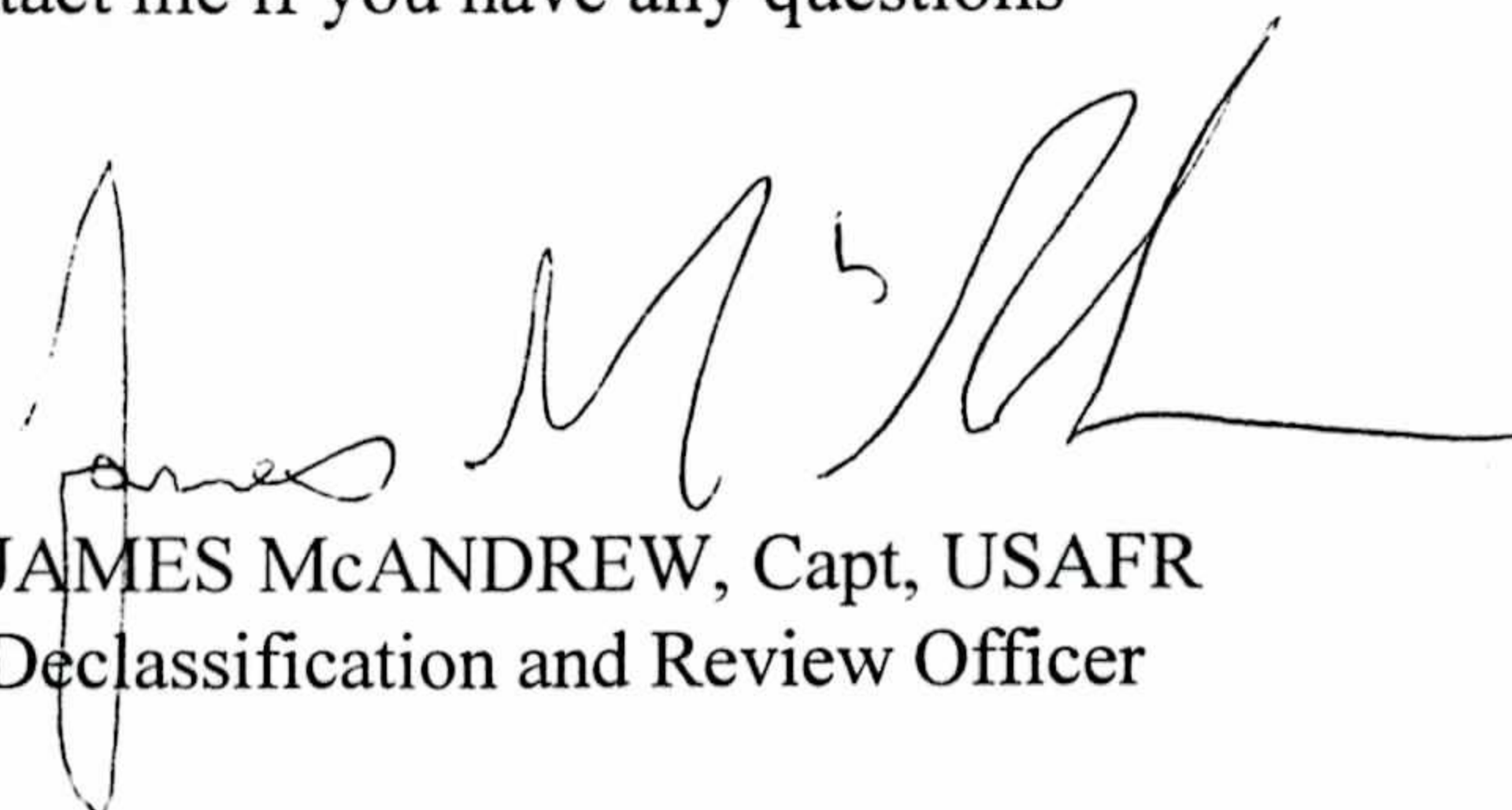
SUBJECT: Review of Roswell Video

Attached is a copy of the "Roswell" video briefing as shown to Dr Widnall. A review is requested to advise of possible legal considerations that may effect a public release of this production. The tape contains time code for reference purposes.

I have noted some areas of possible contention:

- "Alien Autopsy" Film; 01:01:17, note FOX-TV logo in lower right corner.
- National Geographic; 01:11:10, this is an image from an article inside the magazine.
- Lobby Card; 01:11:22, 20th Century Fox lobby card purchased from private dealer.
- Publicity Stills; 01:11:30-41, stills purchased from private dealer.
- Broadcast TV Segment; 01:15:04-:17:29, release obtained and on file.
- Drawing of "Alien" craft; 01:17:51, taken from inside photo section of published book.
- National Geographic; 01:19:45-54; images from article.
- Medical Records; 01:22:39, release obtained and on file.

Thank you for your assistance and please contact me if you have any questions
(703) 604-4788.



JAMES McANDREW, Capt, USAFR
Declassification and Review Officer

Attachment:
Video: The Roswell Reports
cc: SAF/AAZ

Schwetke, Cathy, , SAF/AAZD

From: Lallemond, Brian, , SAF/AADF
To: Schwetke, Cathy, , SAF/AAZD
Cc: Washington, Phillip, SAF/AADDQ
Subject: Roswell Follow-On Job
Date: Tuesday, December 03, 1996 12:26PM

Cathy,

Please pass this information on to Capt. McAndrew.

I spoke with Ms. Carlie, AF Graphics regarding the Roswell Follow-On job. I told her that we would like to use 3 colors on the cover plus varnish and black ink on the inside text so that we may use an existing GPO contract. This is for cost savings and time savings. Please give her a call to go ahead and convert the 4-color photos to halftones. Ms. Carlie will also use two duotones on the cover (one-blue/back, one-yellow/back for rubberstamp) as well as a yellow PMS color for the text on the cover.

For your information, I came up with a couple of estimates for the job.

500 copies - \$3,200 (\$6.40 per book)
3,000 copies - \$6,500 (\$2.16 per book)
5,000 copies - \$9,000 (\$1.80 per book)

Please give Mr. Washington (767-4899) a call about the distribution and projected audience. He can help with determining the printed quantity. On The Roswell Report, we procured 3,000 copies and still have over 1,000 copies in the AFPDC (Warehouse) in Baltimore.

When the job is ready, I'll need the diskette, sample, GPO Form 3868 (Intent to Publish), GPO Form 952 (AF Graphics will prepare. This form states what files are on the disk), and a memo requesting the job. The memo should include, purpose, how many, when needed.

Give me a call if you have any questions. 767-4602

Brian

CAPTAIN JIM MCANDREW

SAF/AAZD

1720 Air Force Pentagon

Washington, D.C. 20330

Phone (703) 604-4788, DSN 664-4788

FAX (703) 604-5533, DSN 664-5533

F A X C O V E R S H E E T

DATE: 25 MAR 97

TIME: 1400EST

TO: SAF/AAD/ BRIAN LALLEMONT

SUBJECT: PUBLICATION MEMO

NUMBER OF PAGES INCLUDING COVER SHEET: 2



DEPARTMENT OF THE AIR FORCE

WASHINGTON, DC

Office of the Secretary

13 March 1997

MEMORANDUM FOR SAF/AAD

FROM: SAF/AA

SUBJECT: SUBMISSION OF DOCUMENT FOR PUBLICATION

Attached and submitted for publication in electronic form is *The Roswell Report: Case Solved*. The specific information concerning this document is as follows:

Written by: SAF/AAZD, Capt McAndrew, (703) 604-4788

Prepared for Publication by: Air Force Graphics, Ms Conner, 697-1733

Total copies required: 3,000

Advance copies required: 500, delivered to SAF/AAZD

Distribution list: Being prepared by SAF/AAZD and SAF/PAM. Will be submitted when completed.

A handwritten signature in black ink, appearing to read "E. Boesch", is positioned above the printed name.

EUGENE F. BOESCH

Director, Security and Special Program Oversight

U.S. Government Printing Office
Desktop Publishing - Disk Information

This form should be completed and submitted with the electronic media,
visual(s), camera copy, if any, and the SF-1 or GPO Form 2511.

FOR GPO USE

Jacket no. _____
Program no. _____
Print order no. _____

1. Customer

Agency/Department _____ Date _____
Job title THE ROSWELL REPORT (Cover 1+2)
Agency requisition no. _____ Program no. _____ Print order no. _____
Name of person completing form _____ Phone no. _____
Desktop publishing technical contact Robin Conner Phone no. (703) 697-1733
(703) 695-1295

2. Requested Output

☒ GPO/contractor to output as required for printing requested
☒ Output as follows: Output resolution 2400 ☐ Paper ☐ Film ☐ Laser proofs/no. of sets _____
Pages to be output _____ Total no. of pages to be output _____
(Other) _____

3. Computer, Operating System, and Media

☐ IBM® or compatible with DOS® version _____ ☐ Windows® version _____
☒ Macintosh® Model Power PC 9500 ☒ With system MAC OS 7.5.3
☐ Other (Unix®, OS/2®, etc.) Describe _____

Media type: ☐ 3 1/2" floppy disk(s) ☐ 5 1/4" floppy disk(s) Quantity 1

Other (describe including size and quantity) OPTICAL 650MB

Covers on side A (Shared same optical as The Roswell Book)

4. Software

Name of page layout (or other "main") program used ILLUSTRATOR Version 6.0
Name(s) of program(s) used for illustrations PHOTOSHOP Version 3.05
Name(s) of other program(s) used _____ Version _____
Version _____

☐ continued in block 10 or on an attachment

File(s) supplied in: ☒ Program format ☐ PostScript format ☐ Both formats

5. Font(s) - List all fonts used in the file(s) to be output

Font name(s) and weights (light, compressed, etc.) Font manufacturer (Adobe, Bistream, etc.)
Cover 1 - Outline Art Created
Cover 2 - Times Bold
TIMES ROMAN
HELVETICA REGULAR
Adobe Type 1 in Roswell Cover Fonts

☐ continued in block 10 or on an attachment

Are all custom letter spacing or kerning files included? ☐ Yes ☒ No

Have you included all printer and screen fonts? ☒ Yes ☐ No

If not, explain Cover 1 has fonts that were CONVERTED TO Outline

6. Visuals Submitted

Have you included a visual (laser or other proof) of all pages and illustrations? ☒ Yes ☐ No
Was the visual made at less than 100% in order to show bleeds? 85% ☒ Yes ☐ No
Does the visual clearly show color breaks? ☐ Yes ☐ No
Was the proof made on a printer using HP brand PCL language or PostScript language? ☐ PCL ☒ PostScript

See reverse for required file and color information.

7. File Information - List information for all files (including graphics) used in the document to be output

File Name (including extension)	File Size	Program Used	Compression Program Used, If Any	Document* ASCII or PostScript	Graphic File Format (TIFF, EPS, etc.)	Linked Graphic (Yes or No)
<i>Example 1</i>	<i>96 KB</i>	<i>Pagemaker</i>	<i>Stuffit</i>	<i>Pagemaker</i>		
<i>Exgraph1.TIF</i>	<i>17 MB</i>	<i>Illustrator</i>	<i>None</i>		<i>TIFF</i>	<i>No</i>
<i>See Attachments</i>						
<i>243</i>						

☐ continued in block 10 or on an attachment

*Document = program file format (provide name)

ASCII = unformatted

8. Color Separation Information

Color identification system used:

☐

PANTONE Matching System®

☐

TRUMATCH®

☐

RGB

☐

Process colors (CMYK)

☐

Other _____

Have color separations been made?

☐

Yes

☒

No

Name of program used to separate colors (if any) _____

Version _____

Trapping:

☐

Supplied

☒

Not Supplied

☐

Do not trap

☐

Contractor to create traps

9. Miscellaneous Checklist

Do the files provide for bleeds (if any)?

☐

Yes

☒

No

Were changes made to any file(s) after the proof was made?

☐

Yes

☒

No If yes, explain _____

10. Notes/Special Instructions

ALL images need to be printed in grayscale as book is to be Black and white except cover (info for cover is on separate 952)

Recommendations for submitting "Electronic Mechanicals"

- If you are providing files in PostScript format only, remember these are printer driver files and usually cannot be manipulated or changed by GPO or the contractor. Therefore, if any author's alterations are required you will have to provide updated files.
- If any file has been changed for the benefit of the printout (e.g., making an image smaller to show bleeds on a printout) be sure to change the file back before making the disk you are submitting.
- After making the printout, remove any "for position only" images in the files and replace them with an ID number (referenced to the printout and supplied copy) to speed up film output and thus hold down costs
- If any holding lines (keylines) are used in the file to indicate illustration size and position, indicate on the printout whether the lines print or not..

- On the supplied printout, clearly identify any halftones or other copy being supplied as separate camera-ready copy.
- Clearly mark any miscellaneous instructions that would have been on an overlay (e.g., folding and perforating marks), on the printout or by other means.
- Label all disks with the agency name, project name, the date the disk was made and the requisition or SF-1 number. In addition, show a disk number and totals number of disks sent (e.g., 1/5).
- Keep an exact duplicate of all disks and visuals you are submitting to GPO.
- To avoid false expectations, any requested enhancements to data supplied (e.g., added trapping) should be discussed with GPO ahead of time.

For additional assistance in completing this form and submitting electronic mechanicals, see GPO Circular Letter No. 354 and Technical Report No. 31, or call your Customer Service Representative or Regional Printing Procurement Office.

Mention of any brand name product as an example is not meant as an endorsement of that product nor of its manufacturer.

Document: RedRob:Desktop Folder:Rosewll Rpt Book

Font:	In Pub	In System
Helvetica	Y	Y
Times	Y	Y
Times New Roman	Y	Y

Links:

Roswell Rpt b/w:Placed Images:Art:title page stamp

Kind:Encapsulated PostScript Page # 1

Roswell Report:Rosewell Rpt Images:03RswlRptCvr1B

Kind:TIFF Page # 22

Roswell Report:Rosewell Rpt Images:01UFOCorner1B

Kind:TIFF Page # 23

Roswell Report:Rosewell Rpt Images:04bBlInDrwng1/1

Kind:TIFF Page # 26

Roswell Report:Rosewell Rpt Images:05FiveKites/BlInStp1

Kind:TIFF Page # 27

Roswell Report:Rosewell Rpt Images:08PolygonKites1B

Kind:TIFF Page # 27

Roswell Report:Rosewell Rpt Images:07AlumFoil1/A

Kind:TIFF Page # 27

Roswell Report:Rosewell Rpt Images:06HrrsdRnchrArticle1

Kind:TIFF Page # 28

Roswell Report:Rosewell Rpt Images:09AuthorsArtc1

Kind:TIFF Page # 29

Roswell Report:Rosewell Rpt Images:11Gildenberg1B

Kind:TIFF Page # 30

Roswell Report:Rosewell Rpt Images:10CBMoore1B

Kind:TIFF Page # 30

Roswell Report:Rosewell Rpt Images:RevNMMap

Kind:Encapsulated PostScript Page # 31

Roswell Report:Rosewell Rpt Images:80Drone1/1

Kind:TIFF Page # 36

Roswell Report:Rosewell Rpt Images:69Missile1/1/6

Kind:TIFF Page # 36

Roswell Report:Rosewell Rpt Images:15DummyDrop1

Kind:TIFF Page # 38

Roswell Report:Rosewell Rpt Images:16DummyAd1

Kind:TIFF Page # 38

Roswell Report:Rosewell Rpt Images:82DmyJoe/TwoMen1/2

Kind:TIFF Page # 39

Roswell Report:Rosewell Rpt Images:SBLogo

Kind:Encapsulated PostScript Page # 39

Roswell Report:Rosewell Rpt Images:23EarlyDummy1

Kind:TIFF Page # 40

Roswell Report:Rosewell Rpt Images:22TestRail1
Kind:TIFF Page # 40
Roswell Report:Rosewell Rpt Images:81DrpdDmmy1/2
Kind:TIFF Page # 40
Roswell Report:Rosewell Rpt Images:83DrpdDmy1/
Kind:TIFF Page # 40
Roswell Report:Rosewell Rpt Images:25SierraSam1
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Kind:Encapsulated PostScript Page # 41
Roswell Report:Rosewell Rpt Images:27DummyRig1
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Roswell Report:Rosewell Rpt Images:RevNMMap pg 24/68
Kind:Encapsulated PostScript Page # 44
Roswell Report:Rosewell Rpt Images:21ParaJump1
Kind:TIFF Page # 45
Roswell Report:Rosewell Rpt Images:91LngLp1/2A/B
Kind:TIFF Page # 46
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 46
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 47
Roswell Report:Rosewell Rpt Images:73PopMchnxCvr2B
Kind:TIFF Page # 47
Roswell Report:Rosewell Rpt Images:7110LifeCvrB
Kind:TIFF Page # 47
Roswell Report:Rosewell Rpt Images:74Time/StappB
Kind:TIFF Page # 47
Roswell Report:Rosewell Rpt Images:71ColliersCvr2B
Kind:TIFF Page # 47
Roswell Report:Rosewell Rpt Images:72LifeCvr2B
Kind:TIFF Page # 47
Roswell Report:Rosewell Rpt Images:28Dummy&Capsule1
Kind:TIFF Page # 48
Roswell Report:Rosewell Rpt Images:33DummyDrop1
Kind:TIFF Page # 48
Roswell Report:Rosewell Rpt Images:24TwoMenwDummy1
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Kind:Encapsulated PostScript Page # 51
Roswell Report:Rosewell Rpt Images:66SledSetUp1B
Kind:TIFF Page # 51
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 52
Roswell Report:Rosewell Rpt Images:74Time/StappB
Kind:TIFF Page # 52
Roswell Report:Rosewell Rpt Images:41BrokenDummy1
Kind:TIFF Page # 53
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Kind:TIFF Page # 56
Roswell Report:Rosewell Rpt Images:93SnrsBlInA/B
Kind:TIFF Page # 57
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 58
Roswell Report:Rosewell Rpt Images:62LbbyCrd1/4B
Kind:TIFF Page # 58
Roswell Report:Rosewell Rpt Images:65MvPrmSldStup1/4
Kind:TIFF Page # 59
Roswell Report:Rosewell Rpt Images:75MvPrmMilCivDmy1/4
Kind:TIFF Page # 59
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 59
Roswell Report:Rosewell Rpt Images:BlInSzCmprsnArt
Kind:Encapsulated PostScript Page # 60
Roswell Report:Rosewell Rpt Images:68TargetBalloon1/3
Kind:TIFF Page # 62
Roswell Report:Rosewell Rpt Images:88MsslNscn1/3
Kind:TIFF Page # 63

Roswell Report:Rosewell Rpt Images:89Hlcptr1/3
Kind:TIFF Page # 63
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 63
Roswell Report:Rosewell Rpt Images:46SaucerWrks1
Kind:TIFF Page # 64
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 64
Roswell Report:Rosewell Rpt Images:48SaucerField1B
Kind:TIFF Page # 65
Roswell Report:Rosewell Rpt Images:47SaucerBlIn1
Kind:TIFF Page # 65
Roswell Report:Rosewell Rpt Images:45VkngPrgt1/1B
Kind:TIFF Page # 65
Roswell Report:Rosewell Rpt Images:50Balloon1
Kind:TIFF Page # 66
Roswell Report:Rosewell Rpt Images:49Balloon1
Kind:TIFF Page # 66
Roswell Report:Rosewell Rpt Images:87 OpsCtr1/3B
Kind:TIFF Page # 67
Roswell Report:Rosewell Rpt Images:70JoeDukeDave1/4
Kind:TIFF Page # 68
Roswell Report:Rosewell Rpt Images:51FourPeople1
Kind:TIFF Page # 69
Roswell Report:Rosewell Rpt Images:53GndlaRecvry1
Kind:TIFF Page # 70
Roswell Report:Rosewell Rpt Images:54RecoveryCrew/Hermit1
Kind:TIFF Page # 70
Roswell Report:Rosewell Rpt Images:52TrctrCapsule1
Kind:TIFF Page # 71
Roswell Report:Rosewell Rpt Images:56Eat/1B
Kind:TIFF Page # 71
Roswell Report:Rosewell Rpt Images:44ABallon&Capsule1
Kind:TIFF Page # 72
Roswell Report:Rosewell Rpt Images:44CCraneAppNight1
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Roswell Report:Rosewell Rpt Images:44FCapsuleLift1
Kind:TIFF Page # 73
Roswell Report:Rosewell Rpt Images:44EJHUAstPhysCntnr1B
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Kind:TIFF Page # 75
Roswell Report:Rosewell Rpt Images:79LnchSite1/4B

Kind:TIFF Page # 77
Roswell Report:Rosewell Rpt Images:84StdDmmys1/4
Kind:TIFF Page # 79
Roswell Report:Rosewell Rpt Images:76DmmyDrp1/4
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Roswell Report:Rosewell Rpt Images:77DmyRck1/4
Kind:TIFF Page # 82
Roswell Report:Rosewell Rpt Images:64MvPrm/PthHlmts1/4
Kind:TIFF Page # 83
Roswell Report:Rosewell Rpt Images:85DmmyRbg1/4
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Roswell Report:Rosewell Rpt Images:37Plane1
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Roswell Report:Rosewell Rpt Images:38Plane974/1
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Roswell Report:Rosewell Rpt Images:78BlInLyout1/4
Kind:TIFF Page # 85
Roswell Report:Rosewell Rpt Images:86BlInLnch1/4
Kind:TIFF Page # 86
Roswell Report:Rosewell Rpt Images:67Balloon1/4
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Roswell Report:Rosewell Rpt Images:RevNMMap pg 24/68
Kind:Encapsulated PostScript Page # 88
Roswell Report:Rosewell Rpt Images:01UFOCorner1B
Kind:TIFF Page # 95
Roswell Report:Rosewell Rpt Images:02NurseFanton2
Kind:TIFF Page # 102
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 102
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 103
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 104
Roswell Report:Rosewell Rpt Images:04SB2Swndlrs2/2B
Kind:TIFF Page # 104
Roswell Report:Rosewell Rpt Images:03SB1FIngScrs2B
Kind:TIFF Page # 105
Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 105
Roswell Report:Rosewell Rpt Images:05Tour2
Kind:TIFF Page # 107
Roswell Report:Rosewell Rpt Images:06Slattery2
Kind:TIFF Page # 108
Roswell Report:Rosewell Rpt Images:07Plane2
Kind:TIFF Page # 114

Roswell Report:Rosewell Rpt Images:08USAFHospital2
Kind:TIFF Page # 115

Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 116

Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 116

Roswell Report:Rosewell Rpt Images:09BallardFunHm2
Kind:TIFF Page # 117

Roswell Report:Rosewell Rpt Images:15Skycar2
Kind:TIFF Page # 121

Roswell Report:Rosewell Rpt Images:11PilotinGondola
Kind:TIFF Page # 122

Roswell Report:Rosewell Rpt Images:12TestPilot2
Kind:TIFF Page # 122

Roswell Report:Rosewell Rpt Images:13BlInLnch2
Kind:TIFF Page # 122

Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 122

Roswell Report:Rosewell Rpt Images:10TestPilot2
Kind:TIFF Page # 123

Roswell Report:Rosewell Rpt Images:14Stargazer2
Kind:TIFF Page # 124

Roswell Report:Rosewell Rpt Images:SBLogo
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Roswell Report:Rosewell Rpt Images:16BlInLnchw6-2
Kind:TIFF Page # 124

Roswell Report:Rosewell Rpt Images:17BlInLiftoff2B
Kind:TIFF Page # 123

Roswell Report:Rosewell Rpt Images:18AMBlInFlight2AdjB
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Kind:TIFF Page # 118

Roswell Report:Rosewell Rpt Images:SBLogo
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Roswell Report:Rosewell Rpt Images:SBLogo
Kind:Encapsulated PostScript Page # 117

Roswell Report:Rosewell Rpt Images:21RecoveryTruck2B
Kind:TIFF Page # 116

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Kind:TIFF Page # 115

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Kind:TIFF Page # 115

Roswell Report:Rosewell Rpt Images:22RetrvlCrew2
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Roswell Report:Rosewell Rpt Images:24WalkerAFBGate2

Kind:TIFF Page # 113
Roswell Report:Rosewell Rpt Images:23BaseBldgs2
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Roswell Report:Rosewell Rpt Images:25Pilot&Wrtr2
Kind:TIFF Page # 112
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Kind:TIFF Page # 105
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Kind:TIFF Page # 105
Roswell Report:Rosewell Rpt Images:30LabRoad2/5
Kind:TIFF Page # 105
Roswell Report:Rosewell Rpt Images:RevNMMap pg 24/68
Kind:Encapsulated PostScript Page # 73
Roswell Report:Rosewell Rpt Images:Clouthier1
Kind:TIFF Page # 69
Roswell Report:Rosewell Rpt Images:Clouthier2
Kind:TIFF Page # 68
Roswell Report:Rosewell Rpt Images:Coltman1.tif
Kind:TIFF Page # 67
Roswell Report:Rosewell Rpt Images:Coltman2.tif
Kind:TIFF Page # 66
Roswell Report:Rosewell Rpt Images:Fulgham1.tif
Kind:TIFF Page # 65
Roswell Report:Rosewell Rpt Images:Fulgham2.tif
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Roswell Report:Rosewell Rpt Images:Gildenberg1.tif
Kind:TIFF Page # 63
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Kind:TIFF Page # 62
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Roswell Report:Rosewell Rpt Images:Jorgenson2.tif
Kind:TIFF Page # 59
Roswell Report:Rosewell Rpt Images:KaufmanTstmny1.tif
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Roswell Report:Rosewell Rpt Images:KaufmanTstmny2
Kind:TIFF Page # 57
Roswell Report:Rosewell Rpt Images:KaufmanTstmny3
Kind:TIFF Page # 56
Roswell Report:Rosewell Rpt Images:Kittenger1.tif
Kind:TIFF Page # 55
Roswell Report:Rosewell Rpt Images:Kittenger2
Kind:TIFF Page # 54
Roswell Report:Rosewell Rpt Images:Kittenger3
Kind:TIFF Page # 53
Roswell Report:Rosewell Rpt Images:Kittenger4.tif
Kind:TIFF Page # 52
Roswell Report:Rosewell Rpt Images:Lutz1.tif
Kind:TIFF Page # 51
Roswell Report:Rosewell Rpt Images:Lutz2.tif
Kind:TIFF Page # 50
Roswell Report:Rosewell Rpt Images:Madson1.tif
Kind:TIFF Page # 49
Roswell Report:Rosewell Rpt Images:Madson2.tif
Kind:TIFF Page # 48
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Kind:TIFF Page # 46
Roswell Report:Rosewell Rpt Images:JRTrnsrpt1/ApndxC
Kind:TIFF Page # 16
Roswell Report:Rosewell Rpt Images:JRTrnsrpt2/ApndxC
Kind:TIFF Page # 15
Roswell Report:Rosewell Rpt Images:JRTrnsrpt3/ApndxC
Kind:TIFF Page # 14
Roswell Report:Rosewell Rpt Images:JRTrnsrpt4/ApndxC
Kind:TIFF Page # 13
Roswell Report:Rosewell Rpt Images:JRTrnsrpt5/ApndxC
Kind:TIFF Page # 12

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Stock Number _____ (SuDocs will provide.)

Printing and Binding Req. Number _____

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

James McAndrew _____ Captain, USAF _____ (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
3. How does this compare with previous editions? _____
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

5. Brief description of contents _____
6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. 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 _____
11. Depository Library distribution ☒ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

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- (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 ☐ self ☐ saddle stitch ☐ looseleaf ☐ banded
☐ folder ☐ microform ☐ paper ☐ side stitch ☐ punched ☐ shrink wrappe
☐ 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 Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

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Stock Number _____ (SuDocs will provide.)

Printing and Binding Req. Number _____

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James McAndrew _____ Captain, USAF _____ (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
3. How does this compare with previous editions? _____
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

5. Brief description of contents _____
6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. 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 _____
11. Depository Library distribution ☒ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

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12. Publication description: ☐ Non-subscription ☐ Subscription ☐ New ☐ Revision ☐ Reprint
Series—Number _____ Anticipated revision date _____ Series—Title _____
 13. FORMAT: ☐ book ☐ tape ☐ folder ☐ microform ☐ form ☐ other _____
COVER: ☐ self ☐ paper ☐ casebound ☐ other _____
BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded
☐ side stitch ☐ punched ☐ shrink wrapped
☐ adhesive ☐ drilled ☐ other _____
☐ sewn
 14. Unit of Issue _____ No. of Pages _____ No. of Illustrations _____ Trim Size _____ No. of Foldins _____
 15. 4-color process ☐ Yes ☐ No Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

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CAPTAIN JIM MCANDREW

SAF/AAZD

1720 Air Force Pentagon

Washington, D.C. 20330

Phone (703) 604-4788, DSN 664-4700

FAX (703) 604-5533, DSN 664-5533

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JIM CAMERON

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CC:

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(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
Not a previous edition but is the follow on to
3. How does this compare with previous editions? The Roswell Report: Fact vs Fiction in the New Mexico Desert
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)
Aviation historians, individuals interested in UFOs and extraterrestrial life
5. Brief description of contents Illustrated narrative that resolves the 50 year old mystery of the alleged crash of an extraterrestrial spaceship and its alien crew near Roswell, NM. Approx. 250 pages(130 narrative), 125 photographs(integrated in the text), tables, maps, 11 sidebar discussions, signed sworn statements, eyewitness interviews, index.
6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. Please check types of promotions planned by agency for sales copies:
☐ Flyer—Quantity _____ Audiences _____
☒ Press Releases—Quantity _____ Audiences Pentagon Press Corps
☐ Review Copies—Quantity _____ Audiences _____
☐ Advertising In: ☐ Agency Publications ☐ Paid Media ☐ Other _____ Est. Total Circulation _____
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 ☐ folder ☐ microform ☐ form ☐ other _____
COVER: ☐ self ☐ paper ☐ casebound ☐ other _____
BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded
☐ side stitch ☐ punched ☐ shrink wrappe
☐ adhesive ☐ drilled ☐ other _____
☐ sewn
 14. Unit of Issue _____ No. of Pages _____ No. of Illustrations _____ Trim Size _____ No. of Foldins _____
 15. 4-color process ☐ Yes ☐ No Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

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CAPTAIN JIM MCANDREW

SAF/AAZD

1720 Air Force Pentagon

Washington, D.C. 20330

Phone (703) 604-4788, DSN 664-4700

FAX (703) 604-5533, DSN 664-5533

F A X C O V E R S H E E T

DATE: 28 JAN 97

TIME: 1540 EST

TO: GPO MARKETING

JIM CAMERON

FAX: (202) 512-1655

Voice:

SUBJECT: NEW PUB

THANKS JIM. CALL IF YOU HAVE ANY QUESTIONS.

CC:

Number of pages including cover sheet: 2

Co-wrote and produced a 25 minute video entitled, *The Roswell Reports* which visually summarized the conclusions of the Secretary of the Air Force directed research contained in two published volumes

Not a previous edition but is closely associated with *The Roswell Report: Fact vs. Fiction in the New Mexico Desert* (stock no. 008-0707-9328)

Aviation and space historians, individuals interested in UFOs

Illustrated narrative that resolves the 50 year “mystery” of the alleged crash of an extraterrestrial spaceship and its alien crew near Roswell, NM. Approx. 250 pages (130 narrative), 125 photos/graphics (integrated in the text), tables, maps, 11 sidebar discussions, signed sworn statements, eyewitness interviews, index.

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Printing and Binding Req. Number _____

RPPO Control Number _____

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James McAndrew _____ Captain, USAF _____ (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
3. How does this compare with previous editions? N/A
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)
Aviation and space historians, and persons interested in aeromedical projects using high altitude research balloons.
5. Brief description of contents Detailed study designed to resolve the claims of an alleged crash of an "extraterrestrial" spacecraft near Roswell, N.M. in July 1947 and the recovery of the bodies of its crew.
6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. Please check types of promotions planned by agency for sales copies:
☐ Flyer—Quantity _____ Audiences _____
☐ Press Releases—Quantity _____ Audiences _____
☐ Review Copies—Quantity _____ Audiences _____
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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 Smallest type size in points _____
16. Jacket No. _____ Program No. _____ Print Order No. _____
17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

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18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____
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James McAndrew
(Publisher, Program Officer, or Author's Name)
USAF
(Publishing Agency)

Captain, USAF
(Position or Title)
Secretary of the Air Force
(Bureau)

(703) 604-4788
(Area Code) (Phone)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED

2. What publication does it supersede? Stock Number N/A Title N/A

3. How does this compare with previous editions? N/A

4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)
Aviation and space historians, and persons interested in aeromedical projects using high altitude research balloons.

5. Brief description of contents Detailed study designed to resolve the claims of an alleged crash of an "extraterrestrial" spacecraft near Roswell, N.M. in July 1947 and the recovery of the bodies of its crew.

6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal

7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____

8. Suggested audiences for sale copies Same as above

9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____

10. Please check types of promotions planned by agency for sales copies:

☐ Flyer—Quantity _____ Audiences _____
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11. Depository Library distribution ☒ Yes ☐ No If no, reason (See reverse for explanation) ☐ 1) ☐ 2)

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(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 Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ IMS initials/Date _____ printing officer of rider decision.

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

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 type. Form is aligned for typewriter use.

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

James McAndrew _____ Captain, USAF _____ (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
3. How does this compare with previous editions? _____
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

5. Brief description of contents _____
6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. 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 _____
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 wrapper
☐ 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 Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____
19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision

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

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Stock Number _____ (SuDocs will provide.)
Printing and Binding Req. Number _____
RPPO Control Number _____
Date Submitted _____

Please type. Form is aligned for typewriter use.

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

JAMES McANDREW CAPTAIN, USAF (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF SECRETARY OF THE AIR FORCE
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED

2. What publication does it supersede? Stock Number _____ Title _____

3. How does this compare with previous editions? N/A

4. Intended target audiences. (Please be as specific as possible, eg., indicate fossil fuel energy researchers instead of researchers or scientists.)
AVIATION AND SPACE HISTORIANS, AND PERSONS INTERESTED IN AEROMEDICAL PROJECTS USING HIGH ALTITUDE RESEARCH BALLOONS.

5. Brief description of contents DETAILED STUDY OF DESIGNED TO RESOLVE THE CLAIMS OF AN ALLEGED CRASH OF AN SPACECRAFT NEAR ROSWELL, NM, IN JULY 1947, AND THE RECOVERY OF ITS CREW. EXTRATERRESTRIAL

6. Quantity for agency distribution 3000 Specific audiences for agency distribution INTERNAL

7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____

8. Suggested audiences for sale copies SAME AS ABOVE

9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____

10. 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 _____

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 ☒ paper BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded
☐ folder ☐ microform ☐ side stitch ☐ punched ☐ shrink wrapped
☐ form ☐ other _____ ☐ casebound ☒ adhesive ☐ drilled ☐ other _____
☐ map ☐ other _____ ☐ sewn

14. Unit of Issue EACH No. of Pages 245 No. of Illustrations 115 Trim Size 8 1/2" x 11 No. of Foldins 0

15. 4-color process ☐ Yes ☒ No Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: ☒ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision.

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

-----S A M P L E-----
NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Please type. Form is aligned for typewriter use.

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

Stock Number _____ (SuDocs will provide.)

Printing and Binding Req. Number 2-01234

RPPO Control Number _____

Date Submitted 7/2/92

Please notify ☐ publisher ☐ printing officer of rider decision.

JOHN W. SMITH Editor (301) 555-5555
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
NASA Planetary Service Division
(Publishing Agency) (Bureau)

1. Title of publication ON MARS, EXPLORATION OF THE RED PLANET

2. What publication does it supersede? Stock Number 033-000-00000-0 Title Same (1982 ed.)

3. How does this compare with previous editions? Extensively revised and updated.

4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

Space historians and persons interested in space exploration of Mars.

5. Brief description of contents Traces the history of NASA's exploration of Mars, focusing on the Mariner, Voyager, and Viking spacecraft programs.

6. Quantity for agency distribution 300 Specific audiences for agency distribution Internal

7. Recommended for sale ☒ Yes—Quantity 300 ☐ No Reason for recommendation Interest in space programs.

8. Suggested audiences for sale copies Space historians and persons interested in space exploration.

9. Will agency mailing lists be used for your promotional mailings? ☐ No ☒ Yes If yes, number of addresses available 20,000

10. Please check types of promotions planned by agency for sales copies:

☒ Flyer—Quantity 20,000 Audiences Agency list of people interested in space publications.

☒ Press Releases—Quantity 200 Audiences Aerospace & Astronomy Magazines and Journals.

☒ Review Copies—Quantity 200 Audiences " " " "

☒ Advertising In: ☒ Agency Publications ☐ Paid Media ☐ Other _____ Est. Total Circulation 15,000

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. JACK JONES (301) 555-6666
(Printing Officer's Name) (Area Code) (Phone)

12. Publication description: ☒ Non-subscription ☐ Subscription ☒ New ☐ Revision ☐ Reprint
Series—Number NASA SP 4212 Anticipated revision date _____ Series—Title NASA History Series

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 each No. of Pages 560 No. of Illustrations 200 Trim Size 8.5 x 11 No. of Foldins _____

15. 4-color process ☒ Yes ☐ No Smallest type size in points 8

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: ☒ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS IMS initials/Date _____

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____

19. 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: \$ _____

Schwetke, Cathy, , SAF/AAZD

From: Lallemond, Brian, , SAF/AADF
To: Schwetke, Cathy, , SAF/AAZD
Cc: Washington, Phillip, SAF/AADDQ
Subject: Roswell Follow-On Job
Date: Tuesday, December 03, 1996 12:26PM

Cathy,

Please pass this information on to Capt. McAndrew.

I spoke with Ms. Carlie, AF Graphics regarding the Roswell Follow-On job. I told her that we would like to use 3 colors on the cover plus varnish and black ink on the inside text so that we may use an existing GPO contract. This is for cost savings and time savings. Please give her a call to go ahead and convert the 4-color photos to halftones. Ms. Carlie will also use two duotones on the cover (one-blue/back, one-yellow/back for rubberstamp) as well as a yellow PMS color for the text on the cover.

For your information, I came up with a couple of estimates for the job.

500 copies - \$3,200 (\$6.40 per book)
3,000 copies - \$6,500 (\$2.16 per book)
5,000 copies - \$9,000 (\$1.80 per book)

Please give Mr. Washington (767-4899) a call about the distribution and projected audience. He can help with determining the printed quantity. On The Roswell Report, we procured 3,000 copies and still have over 1,000 copies in the AFPDC (Warehouse) in Baltimore.

When the job is ready, I'll need the diskette, sample, GPO Form 3868 (Intent to Publish), GPO Form 952 (AF Graphics will prepare. This form states what files are on the disk), and a memo requesting the job. The memo should include, purpose, how many, when needed.

Give me a call if you have any questions. 767-4602

Brian

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Stock Number _____
(SuDocs will provide.)
Printing and Binding Req. Number _____
RPPO Control Number _____
Date Submitted _____

Please type. Form is aligned for typewriter use.

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

<u>James McAndrew</u> (Publisher, Program Officer, or Author's Name) <u>USAF</u> (Publishing Agency)	<u>Captain, USAF</u> (Position or Title) <u>Secretary of the Air Force</u> (Bureau)	<u>(703) 604-4788</u> (Area Code) (Phone)
---	--	--

1. Title of publication THE ROSWELL REPORT: CASE SOLVED

2. What publication does it supersede? Stock Number N/A Title N/A

3. How does this compare with previous editions? N/A

4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)
Aviation and space historians, and persons interested in aeromedical projects using high altitude research balloons.

5. Brief description of contents Detailed study designed to resolve the claims of an alleged crash of an "extraterrestrial" spacecraft near Roswell, N.M. in July 1947 and the recovery of the bodies of its crew.

6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal

7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____

8. Suggested audiences for sale copies Same as above

9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____

10. 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 _____

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) _____
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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 Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision.

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

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Stock Number _____ (SuDocs will provide.)

Printing and Binding Req. Number _____

RPPO Control Number _____

Date Submitted _____

Please type. Form is aligned for typewriter use.

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

James McAndrew _____ Captain, USAF _____ (703) 604-4788
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
USAF _____ Secretary of the Air Force _____
(Publishing Agency) (Bureau)

1. Title of publication THE ROSWELL REPORT: CASE SOLVED
2. What publication does it supersede? Stock Number N/A Title N/A
3. How does this compare with previous editions? _____
4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

5. Brief description of contents _____

6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____
8. Suggested audiences for sale copies Same as above
9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____
10. 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 _____
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 wrappe
☐ 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 Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____
19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision.

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

PRF Online Via GPO Access

Title: **Roswell** Report: Fact Versus Fiction in the
New Mexico Desert

Stock Number: 008-070-00697-9
Availability: in stock / whse and/or retail / priced
Price: \$52.00
Price (non-U.S.): \$65.00
Description: Addresses the request made by Representative
Steven H. Schiff for information regarding the
"**Roswell** Incident," an alleged crash of an unidentified
flying object (UFO) in New Mexico in July 1947.
Contains two narratives: The Report of the Air
Force Research Regarding the "**Roswell** Incident"
by Col. Richard L. Weaver; and the Synopsis of
Balloon Research Findings by 1st Lt. James McAndrew.
The Air Force contends that the UFO's were experimental
balloons used in "Project Mogul". Item 422-M.

Publisher: Defense Dept., Air Force
Year/pages: 1995: 996 p.; ill.
Note: NB1250
Key Phrases: Fact Versus Fiction in the New Mexico Desert,
Roswell Incident, Unidentified Flying Objects,
Report of the Air Force Research Regarding the
Roswell Incident, Synopsis of Balloon Research
Findings, Schiff, Steven H., Balloon Research,
Project Mogul, Air Force

SuDocs Class: D 301.82/7:R 73
ISBN: 0-16-048023-X
Extra Description: individual mailing box
Weight: 6 lbs 9 oz
Quantity Price: discount
Binding: perfect binding
Cover: paper
Available date: 09-21-95
Subject Bibliography: 131IN
Status date: 09-21-95
Unit: each
Unit (non-U.S.): each

-----S A M P L E-----
NOTIFICATION OF INTENT TO PUBLISH—FORM 3868

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Please type. Form is aligned for typewriter use.

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

JOHN W. SMITH Editor (301) 555-5555
(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
NASA Planetary Service Division
(Publishing Agency) (Bureau)

1. Title of publication ON MARS, EXPLORATION OF THE RED PLANET
2. What publication does it supersede? Stock Number 033-000-00000-0 Title Same (1982 ed.)
3. How does this compare with previous editions? Extensively revised and updated.
4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)
Space historians and persons interested in space exploration of Mars.
5. Brief description of contents Traces the history of NASA's exploration of Mars, focusing on the Mariner, Voyager, and Viking spacecraft programs.
6. Quantity for agency distribution 300 Specific audiences for agency distribution Internal
7. Recommended for sale ☒ Yes—Quantity 300 ☐ No Reason for recommendation Interest in space programs.
8. Suggested audiences for sale copies Space historians and persons interested in space exploration.
9. Will agency mailing lists be used for your promotional mailings? ☐ No ☒ Yes If yes, number of addresses available 20,000
10. Please check types of promotions planned by agency for sales copies:
☒ Flyer—Quantity 20,000 Audiences Agency list of people interested in space publications.
☒ Press Releases—Quantity 200 Audiences Aerospace & Astronomy Magazines and Journals.
☒ Review Copies—Quantity 200 Audiences " " " "
☒ Advertising In: ☒ Agency Publications ☐ Paid Media ☐ Other _____ Est. Total Circulation 15,000
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. JACK JONES (301) 555-6666
(Printing Officer's Name) (Area Code) (Phone)

12. Publication description: ☒ Non-subscription ☐ Subscription ☒ New ☐ Revision ☐ Reprint
Series—Number NASA SP 4212 Anticipated revision date _____ Series—Title NASA History Series
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 each No. of Pages 560 No. of Illustrations 200 Trim Size 8.5 x 11 No. of Foldins _____
15. 4-color process ☒ Yes ☐ No Smallest type size in points 8
16. Jacket No. _____ Program No. _____ Print Order No. _____
17. Printer: ☒ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____
19. 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: \$ _____

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 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. Will agency mailing lists be used for your promotional mailings? ☐ No ☐ Yes If yes, number of addresses available _____
10. 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 _____
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 ☐ folder ☐ microform ☐ form ☐ other _____
COVER: ☐ self ☐ paper ☐ casebound ☐ other _____
BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded ☐ side stitch ☐ punched ☐ shrink wrapped ☐ adhesive ☐ drilled ☐ other _____
☐ map ☐ sewn
 14. Unit of Issue _____ No. of Pages _____ No. of Illustrations _____ Trim Size _____ No. of Foldins _____
 15. 4-color process ☐ Yes ☐ No Smallest type size in points _____
 16. Jacket No. _____ Program No. _____ Print Order No. _____
 17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____
19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision.

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

Schwetke, Cathy, , SAF/AAZD

From: Lallemond, Brian, , SAF/AADF
To: Schwetke, Cathy, , SAF/AAZD
Cc: Washington, Phillip, SAF/AADDQ
Subject: Roswell Follow-On Job
Date: Tuesday, December 03, 1996 12:26PM

Cathy,

Please pass this information on to Capt. McAndrew.

I spoke with Ms. Carlie, AF Graphics regarding the Roswell Follow-On job. I told her that we would like to use 3 colors on the cover plus varnish and black ink on the inside text so that we may use an existing GPO contract. This is for cost savings and time savings. Please give her a call to go ahead and convert the 4-color photos to halftones. Ms. Carlie will also use two duotones on the cover (one-blue/back, one-yellow/back for rubberstamp) as well as a yellow PMS color for the text on the cover.

For your information, I came up with a couple of estimates for the job.

500 copies - \$3,200 (\$6.40 per book)
3,000 copies - \$6,500 (\$2.16 per book)
5,000 copies - \$9,000 (\$1.80 per book)

Please give Mr. Washington (767-4899) a call about the distribution and projected audience. He can help with determining the printed quantity. On The Roswell Report, we procured 3,000 copies and still have over 1,000 copies in the AFPDC (Warehouse) in Baltimore.

When the job is ready, I'll need the diskette, sample, GPO Form 3868 (Intent to Publish), GPO Form 952 (AF Graphics will prepare. This form states what files are on the disk), and a memo requesting the job. The memo should include, purpose, how many, when needed.

Give me a call if you have any questions. 767-4602

Brian

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 type. Form is aligned for typewriter use.

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

<u>James McAndrew</u> (Publisher, Program Officer, or Author's Name) <u>USAF</u> (Publishing Agency)	<u>Captain, USAF</u> (Position or Title) <u>Secretary of the Air Force</u> (Bureau)	<u>(703) 604-4788</u> (Area Code) (Phone)
---	--	--

1. Title of publication THE ROSWELL REPORT: CASE SOLVED

2. What publication does it supersede? Stock Number N/A Title N/A

3. How does this compare with previous editions? _____

4. Intended target audiences. (Please be as specific as possible, eg., indicate *fossil fuel energy researchers* instead of *researchers or scientists*.)

5. Brief description of contents _____

6. Quantity for agency distribution 3000 Specific audiences for agency distribution Internal

7. Recommended for sale ☒ Yes—Quantity _____ ☐ No Reason for recommendation _____

8. Suggested audiences for sale copies Same as above

9. Will agency mailing lists be used for your promotional mailings? ☒ No ☐ Yes If yes, number of addresses available _____

10. 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 _____

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 Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify ☐ publisher ☐ printing officer of rider decision.

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

CIP PUBLISHERS MANUAL



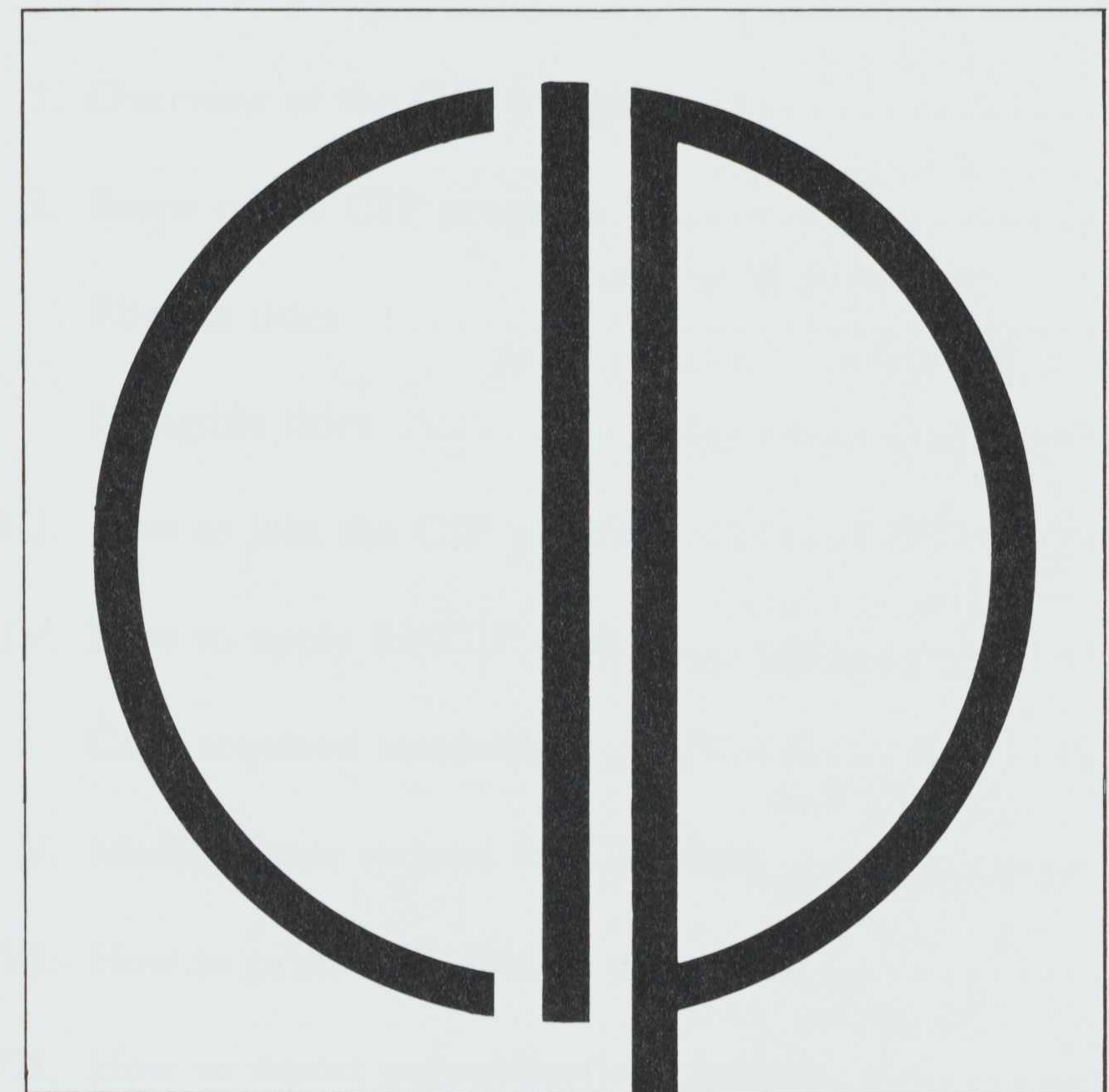
LIBRARY
OF
CONGRESS

CATALOGING
IN
PUBLICATION
DIVISION

Washington D.C.

1994

CIP PUBLISHERS MANUAL



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IN
PUBLICATION
DIVISION

Washington D.C.

1994

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Third Edition

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Cataloging in Publication Division, Washington, D.C. 20540

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I. OVERVIEW OF THE CIP PROGRAM

The purpose of the Cataloging in Publication (CIP) program is to prepare prepublication cataloging records for those books most likely to be widely acquired by the nation's libraries. These records (CIP data) are printed in the book and greatly facilitate cataloging activities for libraries. They are also distributed prior to the books' publication in machine-readable form via the MARC (MACHine Readable Cataloging) tapes, alerting libraries and other bibliographic services around the world to forthcoming titles.

The CIP program began in 1971 as a special project, funded in part by grants from the Council on Library Resources, Inc., and the National Endowment for the Humanities. It is now fully supported by Library of Congress appropriations and is administered by the Cataloging in Publication Division.

Publishers participating in this program submit a manuscript or galley of a forthcoming title to the CIP Division. This prepublication information is forwarded to the cataloging divisions where it proceeds through various cataloging stages, including descriptive cataloging, subject analysis, and the assignment of full Library of Congress and Dewey decimal classification numbers. At the end of the cataloging process, the record is forwarded to the CIP Division where the publisher's copy is prepared and sent to the publisher to be printed on the copyright page of the book. Meanwhile, the MARC version of the record is distributed to the library community, worldwide, where it appears in a variety of publications, bibliographic vendor services, and national and regional bibliographic networks.

II. SCOPE OF THE CIP PROGRAM

Eligible titles

Titles are included in the CIP program on the basis that they will most likely be **widely** acquired by the nation's libraries. These titles must be forthcoming monographs which will be published in the U.S. bearing a U.S. city in the imprint.

These titles may be:

1. Multipart items (i.e., sets).
2. New or revised editions.
3. New impressions of titles formerly published without CIP and for which a MARC record does not exist.
4. Federal government publications.
5. Translations into Spanish intended for the U.S. Spanish-speaking population.
6. Compilations of serial articles brought together in one volume as a collection.

Ineligible titles

Titles not likely to be **widely** acquired by the nation's libraries are ineligible. These titles can more efficiently enter the nation's bibliographic system by being cataloged after publication by local libraries, regional networks, and vendors.

The following types of material are also ineligible:

1. Books which do not list a U.S. city as place of publication on

the title page and/or copyright page. A statement indicating distribution in the U.S. is not sufficient.

2. Books from publishers who do not maintain a U.S. office of editorial staff capable of answering substantive bibliographic questions.
3. Books paid for or subsidized by individual authors; books published by a house publishing the works of only one author.
4. Books for which a Library of Congress card number has been preassigned.
5. Serials. These are periodicals, annuals, and other publications regularly issued under the same title. Normally, only the date or volume number changes from one issue to the next. (*See Section IX.*)
6. Religious instructional materials. Examples include publications for classes at all grade levels, vacation Bible schools, confirmation studies, etc.
7. Expendable educational materials such as laboratory manuals, teachers' manuals, programmed instruction test sheets, workbooks, etc.
8. Specialized publications of a transitory and/or consumable nature such as trade catalogs, telephone books, calendars, coloring books, comic books, cutout books, etc.
9. Translations from English into a foreign language, other than Spanish.
10. Translations from one foreign language into another foreign language, other than Spanish.
11. Mass market paperbacks.
12. Single articles reprinted from periodicals and other serials.

13. Audiovisual materials including mixed media.
14. Textbooks below secondary school level.
15. Textbooks published in multiple volumes when a single volume edition exists.
16. Vest pocket editions.
17. Musical scores.
18. Microforms, except titles originally published in and appearing only in microform.

III. HOW TO JOIN THE CIP PROGRAM

Having determined that your house publishes titles which are in scope for the program, complete a Publisher's Response/Publishing History form. (See *Examples 1 and 2*.) When recording the name of your publishing house, be sure to record it exactly as it normally appears on the title pages of your books. Your file will be established according to this name.

Please note that the submission of this form affirms your obligation to supply the CIP Division with adequate materials at the prepublication stage. It also affirms your obligation to provide the CIP Division a complimentary copy of the printed book immediately upon publication.

Once a file has been established for your publishing house, it will be assigned to one of our CIP Publisher Liaisons. Your CIP Publisher

Library of Congress CATALOGING IN PUBLICATION DIVISION PUBLISHER'S RESPONSE/PUBLISHING HISTORY			
Publishing House Name (as listed on title page)		ISBN PREFIX	
Address			
Telephone No.	FAX No.	Internet No.	
Authorizing Officer (Name/Title)			
CIP Applications Contact (Name/Title)		CIP Complimentary Copies Contact (Name/Title)	
More than one imprint used by publishing house? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, identify each imprint as listed on title page.			
IMPRINTS		ISBN PREFIX	
Number of non-serial titles published	LAST YEAR	YEAR TO DATE	PROJECTED FOR NEXT YEAR
Projected number of copies of next title to be printed _____			
Number of copies to be printed during the 1st year if your next title is printed on demand _____			
List publishing house's three most recent titles			
Title No. 1	ISBN		
Author	LCCN		
Title No. 2	ISBN		
Author	LCCN		
Title No. 3	ISBN		
Author	LCCN		

607-2b (rev 6/94)

Example 1

Front of Publisher's Response/Publishing History

Did your three most recent titles appear in any of the following publications? If yes, provide the month, year and/or issue number for each title. <input type="checkbox"/> Yes <input type="checkbox"/> No			
PUBLICATIONS	TITLE NO. 1	TITLE NO. 2	TITLE NO. 3
<input type="checkbox"/> Booklist <input type="checkbox"/> Books in Print <input type="checkbox"/> Choice <input type="checkbox"/> Cumulative Book Index <input type="checkbox"/> Library Journal <input type="checkbox"/> Publishers' Catalogs in Microfiche <input type="checkbox"/> Publishers Weekly <input type="checkbox"/> Weekly Record <input type="checkbox"/> Other (Title) _____			
Other pertinent information or comments indicating acquisition of titles by libraries nationwide			
I UNDERSTAND MY PUBLISHING HOUSE MUST SEND A COMPLIMENTARY COPY OF EACH PUBLISHED TITLE FOR WHICH CIP DATA HAS BEEN PROVIDED. THIS COPY MUST BE SENT IMMEDIATELY UPON PUBLICATION TO: <div style="text-align: center;"> Library of Congress Cataloging In Publication Division 101 Independence Ave., SE. Washington, DC 20540-4320 </div>			
Signature _____ Name (Print or Type) _____ Position/Title _____			
CIP OFFICE USE ONLY CIP Team Leader _____ Action _____ Date _____ Comments _____			

Example 2

Back of Publisher's Response/Publishing History

Liaison will provide you with the necessary support to facilitate the prompt preparation of CIP data for all of your eligible titles.

While we strive to prepare CIP data within ten working days, additional time is required to review applications of new participants. Consequently, you should make your initial application for participation in the CIP program well in advance of your print date.

IV. HOW TO APPLY FOR CIP DATA

To apply for CIP data, complete a CIP data sheet for each title which is within the scope of the program. In most cases you will use a CIP Data Sheet for Books. (*See Example 3.*) If the title is a reprint of a work originally published by another publisher, use a CIP Data Sheet for Reprint Editions. (*See Example 4.*)

While the completed data sheet contains information essential to the cataloging process, the CIP catalog record is not derived from the data sheet. The completed data sheet must be accompanied by a full galley or legible manuscript copy which includes the core required materials defined below.

Core required materials

1. Title page.

The title page need not be typeset but it must be a facsimile with all information exactly as it will appear in the published book, including the full imprint (name of publisher, all cities of publication, etc.) and such seemingly unimportant words as

Library of Congress CIP DATA SHEET FOR BOOKS		AGENCY USE ONLY	
1. Name of publisher exactly as it appears on title page		2. Date form completed	
3. First U.S. city named on title page as a place of publication		4. Projected publication date Month _____ Year _____	
5. Contact person Phone () _____ Ext. _____ Internet account number _____		6. In-house editor Phone () _____ Ext. _____ Internet account number _____	
7. Full names of authors appearing on title page (last, first, middle) 1. _____ 2. _____ 3. _____		Birth date Month / Day / Year Month / Day / Year Month / Day / Year	
8. Title and subtitle			
9. If title in Block 8 consists of more than one physical volume, the number of volumes planned is _____ This application is for volume number _____		10. Check if book has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index	
11. Titles of other English language edition(s) if different from this title			
12. If this is a translation from a foreign language, give original title		Language of original title	
13. If the title belongs to a series having a comprehensive title, the series title exactly as it will appear in the book is		The series number is	
14. If the series reflects a change in title, the earlier title of the series was		AGENCY USE ONLY	
15. Distribution code	16. Primary audience <input type="checkbox"/> General <input type="checkbox"/> Other _____	17. <input type="checkbox"/> Novel <input type="checkbox"/> Fiction/Literature <input type="checkbox"/> Textbook <input type="checkbox"/> Clinical Medicine	18. If for children or young adults <input type="checkbox"/> Age _____ <input type="checkbox"/> Grade _____
19. Indicate format for each ISBN listed. Check permanent paper (∞) box for each ISBN to which it applies ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞			
20. Summary of book's content			
21. Name and address to which CIP data should be mailed Type or print firmly in ink NAME ADDRESS This label will be used to mail your CIP data to you.			

607-6 (rev 3/94)

Example 3
CIP Data Sheet for Books

Library of Congress CIP DATA SHEET FOR REPRINT EDITIONS		AGENCY USE ONLY	
1. Name of publisher exactly as it appears on title page		2. Date form completed	
3. First U.S. city named on title page as a place of publication		4. Projected publication date Month _____ Year _____	
5. Contact person Phone () _____ Ext. _____ Internet account number _____		6. In-house editor Phone () _____ Ext. _____ Internet account number _____	
7. Full names of authors appearing on title page (last, first, middle) 1. _____ 2. _____ 3. _____		Birth date Month / Day / Year Month / Day / Year Month / Day / Year	
8. Title and subtitle			
9. Original title, if different from reprint		10. Will new front and/or back matter be added? <input type="checkbox"/> Yes (Please provide copy.) <input type="checkbox"/> No	
11. Original publisher		12. Place(s) of publication appearing on original title page	
13. Date of original publication		AGENCY USE ONLY	
14. Check here if original has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index		15. Check here if reprint has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index	
16. Is original a multi-volume work (i.e. one title in several volumes)? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. If original is a multi-volume work, will whole work be reprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
18. Is original part of a series? <input type="checkbox"/> Yes <input type="checkbox"/> No		19. If original is part of a series, will same series be retained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. If this reprint will belong to a series not associated with the original edition, and the series title will appear in the book, the series title is If the series is numbered, the number for this title is _____			
21. Distribution code	22. Primary audience <input type="checkbox"/> General <input type="checkbox"/> Other _____	23. <input type="checkbox"/> Novel <input type="checkbox"/> Fiction/Literature <input type="checkbox"/> Textbook <input type="checkbox"/> Clinical Medicine	24. If for children or young adults <input type="checkbox"/> Age _____ <input type="checkbox"/> Grade _____
25. Indicate format for each ISBN listed. Check permanent paper (∞) box for each ISBN to which it applies ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞			
26. Summary of book's content			
27. Name and address to which CIP data should be mailed Type or print firmly in ink NAME ADDRESS This label will be used to mail your CIP data to you.			

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Example 4
CIP Data Sheet for Reprint Editions

“by,” “and,” “edited by,” “prepared by,” etc. Do not use any abbreviations which will not appear as abbreviations on the title page of the printed work. The order and form of personal names appearing on the title page are particularly crucial. The accuracy of the title page cannot be overemphasized.

2. Copyright page.

As with the title page, this must be a facsimile with all information exactly as it will appear in the published book.

3. Series page (or series information wherever it is to appear in the published book, e.g., cover or spine).

4. Table of contents.

5. Preface/Introduction.

6. Summary.

The summary should indicate topics covered (including time span and geographical coverage), the major thrust of the work, and the disciplinary approach, e.g., “a sociological analysis.”

7. Sample chapters.

It is imperative that the chapters provided be fully indicative of the subject(s) covered by the book. This information is crucial to accurate subject analysis. Introductory and concluding chapters are especially important.

8. Author fact sheet/biography and advertising or jacket copy.

IF THE FULL TEXT IS NOT AVAILABLE, THE CORE REQUIRED MATERIALS MUST STILL BE SUPPLIED.

If you are requesting CIP data for a reprint edition, or requesting CIP for a second printing of a title for which CIP data was not previously obtained, you may send a copy of the original edition in place of a galley. However, the new title page and copyright page must also be included. (*See Section IX.2-3 for information about submitting reprint editions and second printings.*)

V. MAILING YOUR REQUEST FOR CIP DATA

Before mailing your request, please review the CIP data sheet for completeness. Be sure that you have included all of the core required materials listed in Section IV.

When packaging your request, first remove the instructions and the goldenrod copy of the CIP data sheet for your files and clip or band the data sheet to the top of the galley. Whenever submitting applications for multipart items, be sure to package them together.

Use the bright orange CIP address label provided by the CIP Division. This will speed the sorting of your CIP applications and galleys by Library of Congress mailroom staff. For planning purposes anticipate a one week transit time on each end, both to and from the Library of Congress, in addition to the 10 working days which we require for processing.

The CIP Division has a telefax machine that will allow for the rapid transmission of cataloging data under certain circumstances. Please contact your Publisher Liaison for further details. Given the many pages which constitute a typical galley, applications cannot be accepted by fax.

If you are in a large publishing house, please also remember to allow for transit time within your own organization if mail is processed by a central unit.

VI. HOW TO PRINT CIP DATA IN YOUR BOOK

The format of CIP data and an explanation of its elements are shown in Example 5. Please note that your full catalog record is distributed to MARC subscribers in machine-readable format. The MARC record is more comprehensive than this printed format. (*See Example 6.*)

Review your CIP data immediately upon receipt. If you have questions concerning its meaning or accuracy, write or call your CIP Publisher Liaison as soon as possible so that your concerns can be addressed well before your printing date. (*See Section VII for instructions about reporting changes.*)

After reviewing your CIP data, instruct the appropriate staff in your house to print the data on the copyright page of your publication exactly as it was supplied to you, observing all capitalization, spacing, and punctuation, and maintaining the same overall format and left margins. The Library of Congress subscribes to the conventions of International Standard Bibliographic Description which allow librarians to decipher a catalog record regardless of language. For example, the title is separated from any "other title information" (whether a subtitle or a phrase in apposition) by a [space]:[space]. It is therefore important that your data be printed according to the same conventions.

Do not add the number of pages or the size of the book to the "p. cm." portion of the CIP record. The Library of Congress will add this information to its database and distribute it via the MARC tape service upon receipt of the published book, noting other features such as illustrations.

PREPARATION OF CIP DATA OBLIGATES THE PUBLISHER TO PRINT THE CIP DATA IN THE BOOK FOR WHICH IT WAS PROVIDED.

Several changes to the CIP data are permitted:

1. Although it is not preferred, you may print the CIP data in the book on a page other than the copyright page, provided that you indicate on the copyright page where in the book the data is located. For example, "CIP data may be found on page 254."
2. You may substitute the word "date" for the actual date(s) supplied as part of a personal name heading. For example, the CIP data is sent to you with the heading shown as follows:

Johnson, George, 1936-

However, Mr. Johnson does not want his birth date revealed. So the data may be printed in the book as:

Johnson, George, date.

Although you know that you will not be printing an author's birth date, you should still provide the birth date when filling out the data sheet.

3. You may delete "CIP" which appears in the lower right-hand corner of the data.

4. You may delete "AC" which appears in the lower right-hand corner of the data. "AC" indicates that the book has been selected for the Annotated Card program for juvenile literature. (See Section IX.8. for more information concerning juvenile literature.)

If you delete "CIP" and/or "AC" please be careful to retain the Library of Congress catalog card number. It is essential information for librarians and bookdealers who use it to access catalog records and other records associated with ordering and processing books.

Library of Congress Cataloging-in-Publication Data	
1—	Erasmus, Desiderius, d. 1536.
2—	[Selections. English. 1988]
3—	The praise of folly and other writings : a new translation, critical commentary / Desiderius Erasmus ; chosen, translated, and edited by Robert M. Adams. -- 1st ed.
7—	p. cm. -- (A Norton critical edition)
9—	Includes bibliographical references (p.)
10—	ISBN 0-393-95749-7
11—	1. Erasmus, Desiderius, d. 1536--Translations, English. 2. Erasmus, Desiderius, d. 1536--Criticism and interpretation. 3. Humanists. I. Adams, Robert Martin, 1915- . II. Title.
13—	PA8502.E5A3 1988
14—	878'.0409--dc19
	88-21851

Example 5
CIP Data

1. Main entry. Often the first named author on the title page.
2. Uniform title. In the example, the uniform title brings together in the catalog various English language collections of selected works by Erasmus.
3. Title.
4. Parallel title and/or other title information, including subtitle.

5. Statement of responsibility. The author statement as it appears on your title page is transcribed according to the provisions of the *Anglo-American Cataloguing Rules*, Second Edition.
6. Edition statement.
7. Physical description. This area will be updated in the Library of Congress automated database upon receipt of the published book to reflect the number of pages, illustrations, size in centimeters, and accompanying materials. Librarians expect to see "p. cm." in a CIP record; please do not alter it.
8. Series statement, including the International Standard Serial Number (ISSN) if it appears in the book.
9. Notes. In addition to notes concerning bibliographical references, this area may contain information concerning previous editions, etc. For books selected for the Library's Annotated Card program, it may also include a summary for juvenile readers.
10. ISBN. If you wish to record additional ISBNs, please add them below the CIP data.
11. Subject headings (each preceded by an arabic numeral). There will be access in library catalogs under these headings.
12. Added entries (each preceded by a roman numeral). "Title" and "Series" mean that access will be provided in library catalogs for this book by the book title and series title. Persons, especially joint authors and editors, often appear as added entries.
13. Library of Congress classification number.
14. Dewey Decimal classification number. The annotation, "--dc 19," tells librarians that the number was assigned from the 19th edition of the *Decimal Classification*. Please do not delete this information.
15. Library of Congress catalog card number.

11/30/88 [POOFSM] [FCRI] [MUMS] PAGE 1 OF 1
 UPI DISPLAYED RECORD HAS BEEN VERIFIED. 112
 VERIFIED CIP RECORD NOT YET IN LC AACR 2

001 88-38353
 050 PS3569.W247034 1989
 082 E13/.54 19
 100 Swan, Gladys, 1934-
 245 Of memory and desire : stories / by Gladys Swan.
 260 Baton Rouge : Louisiana State University Press, 1989, c1987.
 300 p. cm.
 620 ISBN 0-8071-1480-4 (alk. paper)
 653 8908
 985 AFIF/MIG

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 Manufactured in the United States of America

Designer: Sylvia Malik Loftin
 Typeface: Trump Mediaeval
 Typesetter: The Composing Room of Michigan, Inc.
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 Binder: John H. Dekker & Sons, Inc.

First Printing
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Library of Congress Cataloging-in-Publication Data

Swan, Gladys, 1934-
 Of memory and desire : stories / by Gladys Swan.
 p. cm.
 ISBN 0-8071-1480-4 (alk. paper)
 I. Title.
 PS3569.W247034 1989
 813'.54—dc19 88-38353

The paper in this book meets the guidelines for permanence and durability of the Committee on Production Guidelines for Book Longevity of the Council on Library Resources. ∞

Example 6

CIP Record on MARC Tapes
 vs. CIP Data in Book

VII. HOW TO REPORT PREPUBLICATION CHANGES

If any of the information that you originally supplied on your data sheet, title page, or copyright page is changed before publication, this change must be reported to the CIP Division. We use these reports to prepare revised CIP data for printing in your book and/or to prepare a revised CIP catalog record for the Library's MARC tapes.

If such changes are made before publication, report the changes to your CIP Publisher Liaison on the form entitled "Cataloging in Publication Data Change Request." (See *Example 7*.) A change made to any of the items listed on this form must be reported.

When you use the Change Request form, your request will go directly to your CIP Liaison who will initiate the change(s) you have requested. If, instead, you use a CIP data sheet, your change request will be handled as a new application, consequently delaying your change and possibly creating a second record for the same work.


It is very important that you list new information exactly as it will appear on your title page and enclose a photocopy of the original CIP data and the revised title page.

If revised CIP data is necessary, you will receive an altered version of your CIP data. If revised CIP data is not needed, you will be notified that we have made the necessary changes on our automated record, but that no changes in the original CIP data were required. Print the original CIP data.

You may also contact your CIP Publisher Liaison by telephone, if time does not permit use of the form.

If new CIP data is sent to you, instruct the appropriate staff in your house to print the revised CIP data in the book, instead of the original.

"Rev." is written on the revised data slip for your information; however, it is not to be printed.



LIBRARY OF CONGRESS
Cataloging in Publication Division
CATALOGING IN PUBLICATION DATA CHANGE REQUEST

Date _____

INSTRUCTIONS: Complete form and return to Library of Congress, CIP Division, 101 Independence Avenue, SE., Washington, DC 20540-4320. All changes, especially any alterations to the title page, must be reported, although not all changes will result in revised data. If your title page is altered, please submit a copy of the new page. Revised data will be supplied whenever necessary. You will be informed if no change in data is necessary.

FROM: _____	ENCLOSE A PHOTOCOPY OF THE CIP DATA OR SUPPLY INFORMATION APPEARING ON CIP DATA:
PUBLISHER: _____	TITLE: _____
ADDRESS: _____	AUTHOR: _____
TELEPHONE: _____	LC NUMBER: _____

WE REPORT THE FOLLOWING INFORMATION CONCERNING THE ABOVE CIP DATA (Check all appropriate sections):

_____ Publication Cancelled--Cancel CIP Record.

_____ Accuracy of CIP Data Questioned (Explain, Using Back if Necessary).

_____ Change of Information Since CIP Data Was Prepared (Submit New Title/Copyright Page if Affected) Record old and new information below, using back as necessary.

_____ Title	_____ Edition Statement	_____ Index
_____ Subtitle	_____ Publisher	_____ LC Card Number
_____ Author*	_____ Publication Date (year and month)	_____ Bibliography
_____ Editor*	_____ Copyright Date	_____ Series Statement and/or Number
_____ Illustrator*	_____ ISBN	_____ Other: _____

***NOTE:** Report title page changes involving order of names, form of names, and addition or deletion of names.

OLD INFORMATION: _____

NEW INFORMATION: _____

607-11 (rev 6/94)

Example 7

Change Request Form

VIII. YOUR REQUIREMENT TO SUPPLY A COPY OF THE PRINTED BOOK

The CIP Division requires a complimentary copy of the best edition of each published book for which CIP data was supplied. The best edition is the one most likely to have the longest shelf life, such as the hardcover copy, in the case of simultaneous hardcover and paperback editions. The two copies you submit for copyright deposit do not satisfy this requirement of participation in the CIP program. The CIP copy is used to update the preliminary CIP record to a full catalog record which will then be released on the Library's MARC tapes.

Note that it is your responsibility to arrange for a copy of the book to be sent to CIP before its public release date. If this is not possible, the copy should be sent to CIP immediately upon publication.

PREPARATION OF CIP DATA OBLIGATES THE PUBLISHER TO SEND FREE OF CHARGE TO THE CIP DIVISION A COPY OF THE BOOK FOR WHICH THE DATA WAS PROVIDED IMMEDIATELY UPON PUBLICATION. CONTINUING PARTICIPATION IN THE CIP PROGRAM IS CONTINGENT ON FULL COMPLIANCE WITH THIS OBLIGATION.

Overdue books that significantly exceed the proposed publication date are claimed by means of three-by-five cards (*see Example 8*). However, the process of claiming these overdue titles represents a serious strain on CIP's limited resources. Consequently, publishers whose books must be claimed repeatedly are subject to suspension from further participation in the CIP program.

Washington [D.C.] : Library of Congress, 1993. Library of Congress, CURRENT PPD: 9309 Donated book programs : a Dialogue of Partners handbook. Library of Congress, 1993. 93-28933
--

Example 8

Claim Card, for Titles Not Yet Received by CIP

PPD = Proposed Publication Date. The first two digits refer to the year (93); the second two digits to the month (09). This book, according to the publisher's original information, was due to be published in September 1993.

IX. SPECIAL TYPES OF MATERIALS

1. Serials

Serials are out of scope for the CIP program because of the special treatment they receive in library cataloging. A serial title is cataloged only once, and that catalog record remains valid until the title of the serial publication is changed. If a serial title is bought by a new publishing house, and the title is not changed, the original catalog record still applies, with the understanding that it will eventually be amended to indicate that the new publisher assumed responsibility for the title beginning with a certain volume, number, or year.

You are urged to contact the National Serials Data Program for assignment of an International Standard Serial Number (ISSN) for

your serial title. The inclusion of this number in serial publications is a great aid to librarians. For further information, please contact:

Library of Congress
 National Serials Data Program
 101 Independence Avenue, S.E.
 Washington, D.C. 20540-4160

2. New editions and reprints

A separate CIP application is needed for a new edition of a previously published title. (*See Subsection 4 for instructions for submitting paperback editions of hardcover titles.*) For cataloging purposes, any of the following sets of circumstances constitutes a new edition:

- a) A title which will clearly indicate in the book that it is a new edition, such as "second edition," "revised edition," "corrected edition," "deluxe edition," "large print edition." In other words, the inclusion of any stated expression indicating a distinct edition means that new CIP is required.
- b) A title which lists a new publication date on its title page or copyright page. This may be expressed in the form of a date associated with the publisher's imprint on the title page or a statement such as "published in 1994" on the copyright page. If only the copyright date is changed it is **not** a new edition for cataloging purposes. Contact the Copyright Office for information relating to copyright questions. Their address is:

Library of Congress
 Copyright Office
 101 Independence Avenue, S.E.
 Washington, D.C. 20559
 (202) 479-0700

- c) A title previously published by another house, which you are reprinting under your own imprint. Use the CIP Data Sheet for Reprint Editions to apply for CIP data in this instance.

- d) A title being republished with **any** bibliographic change, such as a new title, an additional author, or a new series statement.
- e) A title with a change in the order of cities listed as places of publication on the title page.
- f) A title with a significant change in the publisher's name as expressed on the title page. Check with the CIP Division for guidance in these cases.

The CIP data created for a new edition will be almost identical to the CIP for the original edition. There are, however, small but highly significant differences between the two records.

It is imperative that you request new CIP data when the above circumstances apply.

3. Second printings and new impressions

If your title is being reprinted merely for stock—with no changes to any bibliographic element—the original CIP data should be used again. No further application for CIP data is necessary.

If you did not request CIP data for your first printing, however, you may submit an application, noting across the top of the CIP Data Sheet for Books: "CIP DATA REQUESTED FOR SECOND PRINTING." If the title has not already been cataloged by the Library, CIP data will be supplied as usual. If an earlier printing of the title has already been cataloged, the CIP Division will provide the Library of Congress catalog card number associated with the earlier printing. Only the card number should be printed in the book, prefaced by the legend: Library of Congress Catalog Card Number.

4. Paperback editions of hardcover titles

If you are publishing simultaneous paper and hardcover editions which are identical except for format and ISBN, you may submit one CIP application, noting both ISBNs on the data sheet. The CIP data

supplied should be printed in both paper and hardcover editions. If there is a difference in title, publisher's imprint, edition statement or any other bibliographic element, two separate applications are required.

If you later publish a paperback edition of a work previously published by you in hardcover, and if **no** bibliographic changes (title, publisher's imprint, edition statement, etc.) have been made, the title is considered a second printing for cataloging purposes, and the procedures outlined in Subsection 3 apply. If, however, the only change in your paperback edition is the addition of a series title, new CIP data may or may not be needed. Contact the CIP Division for a decision. (*See also Subsection 2 on editions, which describes the circumstances in which new CIP data is always required. If any of these circumstances apply, a new CIP application is necessary, regardless of whether the title is paperback or hardcover.*)

5. Multipart items

Multipart items are those titles which are published in more than one physical volume and are not open-ended in nature. In other words, there is a finite amount of information and a planned end to the project. Open-ended titles are considered to be either monographs published in series (monographic series) or serials.

Multipart items are cataloged separately or as a set, depending on the following circumstances:

- a) A title published in more than one volume, when the individual volumes have no subtitles or special titles of their own, is cataloged as one entity, for example, Henry James, *The Golden Bowl*, in two volumes.
- b) A title published in more than one volume, when the individual volumes have no independently meaningful or distinctive title or subtitle of their own, is cataloged as one entity, for example, *Encyclopedia of Antiques*, volume A-L and volume M-Z.

- c) A title published in more than one volume, when the individual volumes are prepared by different authors and have different, meaningful titles, is often cataloged in parts. In this case, CIP data will be provided for each volume. For example:

Your Successful Career (in three volumes)

Vol. 1: *How to Find a Job*, by Jane Jones.

Vol. 2: *How to Get a Raise*, by John Smith.

Vol. 3: *Planning for Your Retirement*, by Mary Brown.

- d) A title by one author published in more than one volume is often cataloged in parts, each volume receiving its own CIP, when the individual volumes have clearly distinctive titles. A common example of this category is a collection of an author's works, each title published separately.

The Complete Works of Henry James

Vol. 1: *The Golden Bowl*.

Vol. 2: *The Portrait of a Lady*, etc.

The decision to catalog separately or as a set is not always as clear as it is in the above examples. Other factors, such as the method of volume or series numbering, may influence the decision. If your title falls **clearly** into category a or b, submit one complete application which refers to the title as a whole, and include separate title pages for each part, if they exist. If you suspect that your title falls into category c or d, submit separate applications for each volume. If you are in any doubt whatsoever, submit a complete application for each part.

If the Library has already cataloged the set as shown in category a or b above, CIP data will not be provided for volumes after the first volume cataloged.

6. Proceedings and papers of conferences, meetings, etc.

Papers or proceedings of conferences and meetings are particularly difficult to catalog. It is essential that if the complete text is not

available, the core required materials, including an exact title page, be supplied, and that any changes in the title page information be reported to the CIP Division immediately.

In addition, if the title page does not clearly indicate the following information, the missing information should be provided in a supplemental statement.

- Exact name of conference
- Exact name of sponsoring organization(s)
- Dates when conference was held
- Place where conference was held

You should include an indication of whether or not—and where—the information will appear in the printed book (e.g., preface, introduction, copyright page, foreword, etc.).

7. Medical titles

In addition to regular Library of Congress cataloging treatment, most medical titles are also forwarded to the National Library of Medicine for the assignment of subject headings and classification numbers specifically designed for medical libraries. This information appears on your CIP data bracketed in the following manner: [DNLM: . . .]. (See Example 9.)

8. Juvenile literature

In addition to regular Library of Congress cataloging treatment, juvenile literature receives annotations. The annotations are used by children's librarians and teachers in selecting materials for classroom use and for the use of young library patrons. Simplified subject headings, appearing in brackets in your CIP data, are also provided for use in children's library catalogs. (See Example 10.)

For Library of Congress cataloging purposes, "juvenile literature" may also include materials appropriate for young adults, e.g., readers up to age sixteen or through grade nine. If the material is targeted

Library of Congress Cataloging-in-Publication Data

Guthrie, Randolph H.
Reconstructive and aesthetic mammoplasty / Randolph H. Guthrie,
Jr., Gordon F. Schwartz ; foreword by Tom Shires.
p. cm.
ISBN 0-7216-2806-0
1. Mammoplasty. I. Schwartz, Gordon F. II. Title.
[DNLM: 1. Breast--surgery. 2. Mastectomy. 3. Surgery, Plastic.
WP 910 G984r]
RD539.8.G88 1989
618.1'9059--dc19
DNLM/DLC
for Library of Congress

88-39825
CIP

Example 9

Medical Title, Showing Additional Subject Headings and
Classification Number Assigned by the
National Library of Medicine

at high school students or older, e.g., age 16 and older, it will be provided with a summary and extra subject headings mentioned above, but the subdivision "-- Juvenile literature" will not appear in the regular Library of Congress subject headings.

Library of Congress Cataloging-in-Publication Data

McKissack, Pat, 1944-
Messy Bessey's closet / by Patricia and Fredrick McKissack ;
illustrated by Rick Hackney.
p. cm. -- (A Rookie reader)
Summary: Messy Bessey learns a lesson about sharing when she
cleans out her closet.
ISBN 0-516-02091-9
[1. Cleanliness--Fiction. 2. Orderliness--Fiction. 3. Sharing--
Fiction. 4. Stories in rhyme.] I. McKissack, Fredrick.
II. Hackney, Rick, ill. III. Title. IV. Series.
PZ8.3.M4598Me 1989
[E]--dc20

89-34667
CIP
AC

Example 10

Juvenile Title, Showing Summary and Juvenile Subject Headings

X. GENERAL INFORMATION

1. IMPORTANCE OF THE TITLE PAGE

The Library of Congress follows the *Anglo-American Cataloguing Rules*, Second Edition (AACR 2), which states that the title page (or its substitute, e.g., the front cover) is the chief source of information for bibliographic information concerning a title. The title page determines the form of name to be used for authors new to our catalog and is the primary authority for the transcription of the title and subtitle, statement of authorship, function of other contributors, etc. Without a title page, CIP data cannot be provided.

2. PLACEMENT OF AUTHORS' NAMES IN CIP DATA

Current cataloging rules (AACR 2) provide that the first mentioned author on the title page is listed at the top of the record. He or she is designated as the main entry or access point. Additional joint authors—up to two—are listed at the bottom. They are designated as added entries and identified by roman numerals. Regardless of any author's position on a catalog record, access to the title is provided by either author's name in both card catalogs and computer catalogs. Where there are four or more authors listed on the title page, only the first author is mentioned in the catalog record.

3. INCLUSION OF BIRTH DATES

In a catalog of any significant size, duplication of names often occurs. The birth date is used solely to distinguish one author from another of the same or similar name, so that the works of one author will not be incorrectly filed with those of another.

4. EXCLUSION OF DEATH DATES

The purpose of adding birth and death dates to personal name headings is not to provide biographical information. The use of dates is a method specified by AACR 2 for differentiating among persons with the same or similar names. While older headings often include death dates, many recent headings do not. Limited resources preclude revising a personal name heading and all the catalog records associated with it because a death date has become available.

5. DESIGNATIONS OF "JR.," "III," OR "M.D." AFTER PERSONAL NAMES

Current cataloging rules (AACR 2) provide that authors be identified by dates, when possible, rather than by such designations. While it is possible for "Jr." or "M.D." to appear after a personal name heading, "III" is never permitted.

6. FORM OF THE AUTHOR'S NAME ON THE CIP DATA VS. THE TITLE PAGE

If an author has been previously listed in our catalog, the form of name previously established is used until such time as a new form predominates. In this way all titles by one author will be collected under the same entry in the catalog. References from other forms of name used by the same author are created, so that library patrons will be guided to the one form of heading used in the catalog.

7. ESTABLISHMENT OF THE AUTHOR'S NAME IN THE LIBRARY OF CONGRESS CATALOG

If an author seriously objects to the way his or her name has been established in the Library of Congress catalog, contact the CIP Division. We will attempt to accommodate the author's wishes, if that can be achieved without violating the integrity of the cataloging rules.

8. WHY THE EDITOR IS NEVER THE MAIN ENTRY

Current cataloging rules (AACR 2) provide that editors are always listed as added entries, not main entries. Access by the editor's name is still provided in library catalogs. Access is not provided for in-house or production editors when it can be ascertained or assumed that this was their only function. Preference is always given to authors. Thus, the name of the first named author on the title page is used as the main entry, even though you may consider his or her contribution less substantial than the editor who compiled the entire work. Similarly, an edition of someone's papers, letters, etc., is listed under the original author of the documents, even if the editor's contribution is substantial. Editors are listed as added entries in these cases, and library patrons can locate the title by the editor's name.

9. OMISSION OF THE ILLUSTRATOR AND TRANSLATOR

Added entries are provided for illustrators only when their contribution is the primary focus of the book (or when their contribution is equal to that of the author of the text). Illustrators for juvenile titles are usually listed. Added entries are provided for translators only in special cases.

10. WHY CIP DATA SOMETIMES STARTS WITH THE TITLE

The most common reason for starting CIP data with a title is the case in which there is an editor instead of an author. Another fairly common case is when there are more than three authors on the title page. If four or more authors are listed, the title serves as the main entry, and the first author is given as an added entry. Other authors are not mentioned. Main entry under title may also occur when there are no authors listed on the title page.

11. WHY ONLY THE FIRST WORD OF A TITLE IS CAPITALIZED

According to traditional library practice, only the first word of a title is capitalized.

12. SUBSTITUTION OF A COMMA FOR THE COLON WHICH APPEARS IN THE TITLE/SUBTITLE

If a subtitle is judged by the cataloger to be an integral part of the title, it is separated by a comma, to facilitate computer searching. The normal separation of a title and subtitle is achieved by separating the two elements with a "space:space." Library computer systems are programmed to recognize this configuration as the end of the title proper.

13. ASSIGNMENT OF SUBJECT HEADINGS

The subject terms assigned to catalog records are chosen from a controlled thesaurus of authorized headings, *Library of Congress Subject Headings*. Therefore, in some instances the term the Library uses may be a synonym or variant form of the one your author prefers. In library catalogs, readers are referred from unused terms to used terms. Subject headings are not intended to provide in-depth indexing, but are meant to identify those subject areas which describe the book's overall content most accurately and most specifically. Thus, books on similar subjects will be listed together in library catalogs.

14. ROMANIZATION OF NAMES OF PEOPLE AND TITLES

Names of people and titles of works originally in nonroman alphabets are sometimes spelled differently in the CIP data than they appear on the title page. The Library of Congress uses specific transliteration schemes for languages in nonroman alphabets, for example, Japanese, Chinese, Korean, Russian, Hebrew, or Arabic. If the transliteration preferred by your author is not the one traditionally used by the library community, the spelling in the CIP data may be different. References from spellings in other widely used transliteration schemes will be made in library catalogs, so that users will be directed from the form on your title page to the particular spelling used by the Library of Congress and other libraries.

XI. LIBRARY OF CONGRESS CATALOG CARD NUMBERS (LCCNs)

LCCNs (appearing in the lower right-hand corner of CIP data) are control numbers for Library of Congress catalog records. They are used to order catalog cards and to identify and access these records in automated databases. They do not refer to physical volumes, but to discrete bibliographic records. Thus, if a multipart item is cataloged as an entity, (*see Section IX.5*), only one LCCN will be assigned, although you may assign an ISBN for each physical volume.

The first two digits of the LCCN refer to the year in which the number was assigned, not to the date of publication. If your publication is delayed, do not change the first two digits to match the year of publication. The new LCCN which would result from such a change may already have been assigned to another title.

An LCCN is automatically provided as an element of every Library of Congress catalog record created. Your CIP data always includes a card number.

XII. INTERNATIONAL STANDARD BOOK NUMBERS (ISBNs)

ISBNs are assigned by the publisher to individual physical volumes. LCCNs are assigned by the Library of Congress to individual catalog

records. Therefore, a multipart item could correctly have an ISBN for each volume, but only one LCCN, if it was cataloged as a set. For further information concerning the ISBN, contact:

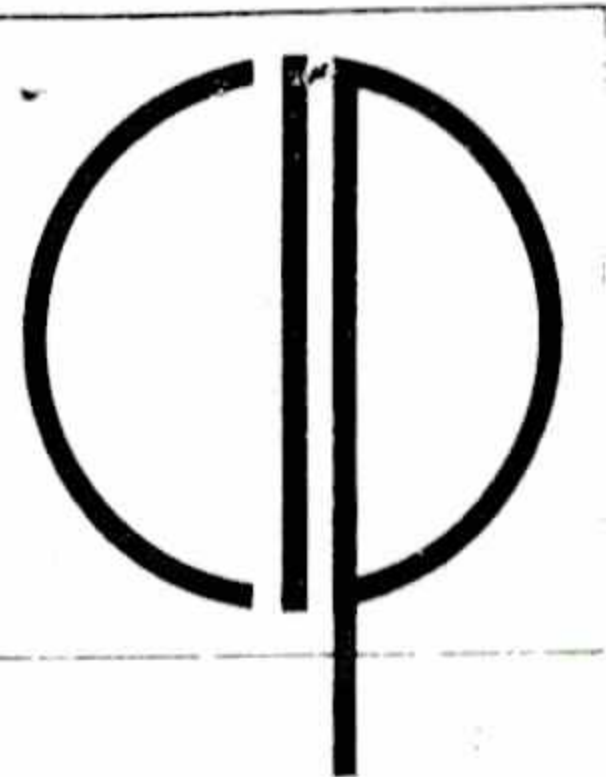
Standard Book Numbering Agency
R.R. Bowker
121 Chanlon Road
New Providence, N.J. 07974
(908) 665-6770

XIII. YOUR CIP PUBLISHER LIAISON

The creation of a CIP record is a cooperative effort between CIP Division staff and the Library's catalogers. Your CIP Publisher Liaison serves as the link between you, the publisher, and the catalogers. Each CIP Publisher Liaison is responsible for those publishers whose names fall into a particular portion of the alphabet. (*See the list of liaisons, which has been inserted in this publication.*) These publisher block assignments must change from time to time to accommodate the fact that new publishers are constantly joining the CIP program, old publishers consolidate or change imprints, and CIP staff changes.

The Publisher Liaisons are responsible for answering your general questions about the CIP program, processing and mailing your CIP data as soon as the cataloging is completed, contacting you if insufficient materials were received, seeing that your reported changes are appropriately processed and that revised CIP data is supplied, and providing you with forms, labels, etc. While your CIP Publisher Liaison will be your primary contact person, there may be times when your questions will have to be referred to one of the technical assistants, CIP management, or other divisions of the Library of Congress.





LIBRARY OF CONGRESS
Cataloging in Publication Division

CATALOGING IN PUBLICATION DATA CHANGE REQUEST

Date 3/27/97

INSTRUCTIONS: Complete form and return to Library of Congress, CIP Division, 101 Independence Avenue, SE., Washington, DC 20540-4320. All changes, especially any alterations to the title page, must be reported, although not all changes will result in revised data. If your title page is altered, please submit a copy of the new page. Revised data will be supplied whenever necessary. You will be informed if no change in data is necessary.

FROM: Capt. James McAndrew

ENCLOSE A PHOTOCOPY OF THE CIP DATA OR SUPPLY INFORMATION APPEARING ON CIP DATA:

PUBLISHER: HEADQUARTERS United States Air Force

TITLE: _____

ADDRESS 1720 Air Force Pentagon
Washington, D.C. 20330-1720

AUTHOR: _____

TELEPHONE: (703) 604-4788

LC NUMBER: _____

WE REPORT THE FOLLOWING INFORMATION CONCERNING THE ABOVE CIP DATA (Check all appropriate sections):

_____ Publication Cancelled--Cancel CIP Record.

_____ Accuracy of CIP Data Questioned (Explain, Using Back if Necessary).

☒ Change of Information Since CIP Data Was Prepared (Submit New Title/Copyright Pages if Affected). Record old and new information below, using back as necessary.

<input checked="" type="checkbox"/> Title	_____ Edition Statement	_____ Index
_____ Subtitle	_____ Publisher	_____ LC Card Number
_____ Author*	_____ Publication Date (year and month)	_____ Bibliography
_____ Editor*	_____ Copyright Date	_____ Series Statement and/or Number
_____ Illustrator*	_____ ISBN	_____ Other: _____

*NOTE: Report title page changes involving order of names, form of names, and addition or deletion of names.

OLD INFORMATION: The Roswell Report: Case Solved

NEW INFORMATION: The Roswell Report: Case Closed

Library of Congress Cataloging-in-Publication Data

McAndrew, James, 1963-

The Roswell report : case solved / James McAndrew.

p. cm.

Includes index.

1. Unidentified flying objects--Sightings and encounters--New Mexico--Roswell. I. Title.

TL789.5.N6M33 1997

001.942'09789'43--dc21

97-11361

CIP

The Roswell Report

**Case
Closed**

Captain James McAndrew
Headquartes United States Air Force

CIP PUBLISHERS MANUAL



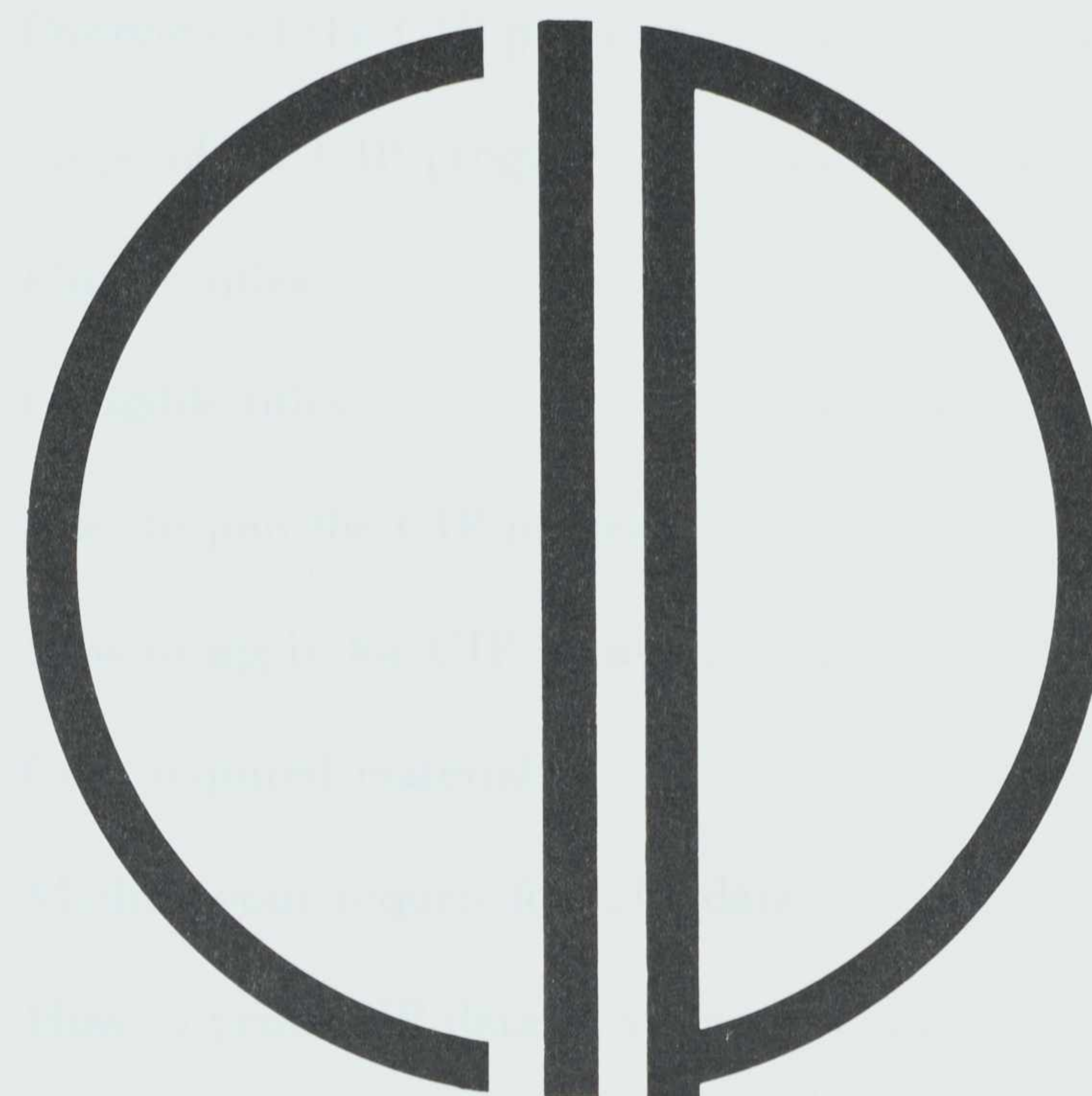
LIBRARY
OF
CONGRESS

CATALOGING
IN
PUBLICATION
DIVISION

Washington D.C.

1994

CIP PUBLISHERS MANUAL



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OF
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CATALOGING
IN
PUBLICATION
DIVISION

Washington D.C.

1994

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Third Edition

Library of Congress,
Cataloging in Publication Division, Washington, D.C. 20540

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I. OVERVIEW OF THE CIP PROGRAM

The purpose of the Cataloging in Publication (CIP) program is to prepare prepublication cataloging records for those books most likely to be widely acquired by the nation's libraries. These records (CIP data) are printed in the book and greatly facilitate cataloging activities for libraries. They are also distributed prior to the books' publication in machine-readable form via the MARC (MACHine Readable Cataloging) tapes, alerting libraries and other bibliographic services around the world to forthcoming titles.

The CIP program began in 1971 as a special project, funded in part by grants from the Council on Library Resources, Inc., and the National Endowment for the Humanities. It is now fully supported by Library of Congress appropriations and is administered by the Cataloging in Publication Division.

Publishers participating in this program submit a manuscript or galley of a forthcoming title to the CIP Division. This prepublication information is forwarded to the cataloging divisions where it proceeds through various cataloging stages, including descriptive cataloging, subject analysis, and the assignment of full Library of Congress and Dewey decimal classification numbers. At the end of the cataloging process, the record is forwarded to the CIP Division where the publisher's copy is prepared and sent to the publisher to be printed on the copyright page of the book. Meanwhile, the MARC version of the record is distributed to the library community, worldwide, where it appears in a variety of publications, bibliographic vendor services, and national and regional bibliographic networks.

II. SCOPE OF THE CIP PROGRAM

Eligible titles

Titles are included in the CIP program on the basis that they will most likely be **widely** acquired by the nation's libraries. These titles must be forthcoming monographs which will be published in the U.S. bearing a U.S. city in the imprint.

These titles may be:

1. Multipart items (i.e., sets).
2. New or revised editions.
3. New impressions of titles formerly published without CIP and for which a MARC record does not exist.
4. Federal government publications.
5. Translations into Spanish intended for the U.S. Spanish-speaking population.
6. Compilations of serial articles brought together in one volume as a collection.

Ineligible titles

Titles not likely to be **widely** acquired by the nation's libraries are ineligible. These titles can more efficiently enter the nation's bibliographic system by being cataloged after publication by local libraries, regional networks, and vendors.

The following types of material are also ineligible:

1. Books which do not list a U.S. city as place of publication on

the title page and/or copyright page. A statement indicating distribution in the U.S. is not sufficient.

2. Books from publishers who do not maintain a U.S. office of editorial staff capable of answering substantive bibliographic questions.
3. Books paid for or subsidized by individual authors; books published by a house publishing the works of only one author.
4. Books for which a Library of Congress card number has been preassigned.
5. Serials. These are periodicals, annuals, and other publications regularly issued under the same title. Normally, only the date or volume number changes from one issue to the next. (*See Section IX.*)
6. Religious instructional materials. Examples include publications for classes at all grade levels, vacation Bible schools, confirmation studies, etc.
7. Expendable educational materials such as laboratory manuals, teachers' manuals, programmed instruction test sheets, workbooks, etc.
8. Specialized publications of a transitory and/or consumable nature such as trade catalogs, telephone books, calendars, coloring books, comic books, cutout books, etc.
9. Translations from English into a foreign language, other than Spanish.
10. Translations from one foreign language into another foreign language, other than Spanish.
11. Mass market paperbacks.
12. Single articles reprinted from periodicals and other serials.

13. Audiovisual materials including mixed media.
14. Textbooks below secondary school level.
15. Textbooks published in multiple volumes when a single volume edition exists.
16. Vest pocket editions.
17. Musical scores.
18. Microforms, except titles originally published in and appearing only in microform.

III. HOW TO JOIN THE CIP PROGRAM

Having determined that your house publishes titles which are in scope for the program, complete a Publisher's Response/Publishing History form. (See *Examples 1 and 2.*) When recording the name of your publishing house, be sure to record it exactly as it normally appears on the title pages of your books. Your file will be established according to this name.

Please note that the submission of this form affirms your obligation to supply the CIP Division with adequate materials at the prepublication stage. It also affirms your obligation to provide the CIP Division a complimentary copy of the printed book immediately upon publication.

Once a file has been established for your publishing house, it will be assigned to one of our CIP Publisher Liaisons. Your CIP Publisher

Library of Congress CATALOGING IN PUBLICATION DIVISION PUBLISHER'S RESPONSE/PUBLISHING HISTORY			
Publishing House Name (as listed on title page)		ISBN PREFIX	
Address			
Telephone No.	FAX No.	Internet No.	
Authorizing Officer (Name/Title)			
CIP Applications Contact (Name/Title)		CIP Complimentary Copies Contact (Name/Title)	
More than one imprint used by publishing house? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, identify each imprint as listed on title page.			
IMPRINTS		ISBN PREFIX	
Number of non-serial titles published	LAST YEAR	YEAR TO DATE	PROJECTED FOR NEXT YEAR
Projected number of copies of next title to be printed _____			
Number of copies to be printed during the 1st year if your next title is printed on demand _____			
List publishing house's three most recent titles			
Title No. 1	ISBN		
Author	LCCN		
Title No. 2	ISBN		
Author	LCCN		
Title No. 3	ISBN		
Author	LCCN		

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Example 1
Front of Publisher's Response/Publishing History

Did your three most recent titles appear in any of the following publications? If yes, provide the month, year and/or issue number for each title. <input type="checkbox"/> Yes <input type="checkbox"/> No			
PUBLICATIONS	TITLE NO. 1	TITLE NO. 2	TITLE NO. 3
<input type="checkbox"/> Booklist <input type="checkbox"/> Books in Print <input type="checkbox"/> Choice <input type="checkbox"/> Cumulative Book Index <input type="checkbox"/> Library Journal <input type="checkbox"/> Publishers' Catalogs in Microfiche <input type="checkbox"/> Publishers Weekly <input type="checkbox"/> Weekly Record <input type="checkbox"/> Other (Title) _____			
Other pertinent information or comments indicating acquisition of titles by libraries nationwide			
I UNDERSTAND MY PUBLISHING HOUSE MUST SEND A COMPLIMENTARY COPY OF EACH PUBLISHED TITLE FOR WHICH CIP DATA HAS BEEN PROVIDED. THIS COPY MUST BE SENT IMMEDIATELY UPON PUBLICATION TO: <div style="text-align: center;"> Library of Congress Cataloging in Publication Division 101 Independence Ave., SE. Washington, DC 20540-4320 </div>			
Signature _____ Name (Print or Type) _____ Position/Title _____			
CIP OFFICE USE ONLY CIP Team Leader _____ Action _____ Date _____ Comments _____			

Example 2

Back of Publisher's Response/Publishing History

Liaison will provide you with the necessary support to facilitate the prompt preparation of CIP data for all of your eligible titles.

While we strive to prepare CIP data within ten working days, additional time is required to review applications of new participants. Consequently, you should make your initial application for participation in the CIP program well in advance of your print date.

IV. HOW TO APPLY FOR CIP DATA

To apply for CIP data, complete a CIP data sheet for each title which is within the scope of the program. In most cases you will use a CIP Data Sheet for Books. (*See Example 3.*) If the title is a reprint of a work originally published by another publisher, use a CIP Data Sheet for Reprint Editions. (*See Example 4.*)

While the completed data sheet contains information essential to the cataloging process, the CIP catalog record is not derived from the data sheet. The completed data sheet must be accompanied by a full galley or legible manuscript copy which includes the core required materials defined below.

Core required materials

1. Title page.

The title page need not be typeset but it must be a facsimile with all information exactly as it will appear in the published book, including the full imprint (name of publisher, all cities of publication, etc.) and such seemingly unimportant words as

Library of Congress CIP DATA SHEET FOR BOOKS		AGENCY USE ONLY	
1. Name of publisher exactly as it appears on title page		2. Date form completed	
3. First U.S. city named on title page as a place of publication		4. Projected publication date Month _____ Year _____	
5. Contact person Phone () _____ Ext. _____ Internet account number _____	6. In-house editor Phone () _____ Ext. _____ Internet account number _____		
7. Full names of authors appearing on title page (last, first, middle) 1. _____ 2. _____ 3. _____		Birth date Month / Day / Year Month / Day / Year Month / Day / Year	
8. Title and subtitle			
9. If title in Block 8 consists of more than one physical volume, the number of volumes planned is _____ This application is for volume number _____		10. Check if book has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index	
11. Titles of other English language edition(s) if different from this title			
12. If this is a translation from a foreign language, give original title		Language of original title	
13. If the title belongs to a series having a comprehensive title, the series title exactly as it will appear in the book is		The series number is	
14. If the series reflects a change in title, the earlier title of the series was		AGENCY USE ONLY	
15. Distribution code	16. Primary audience <input type="checkbox"/> General <input type="checkbox"/> Other _____	17. <input type="checkbox"/> Novel <input type="checkbox"/> Fiction/Literature <input type="checkbox"/> Textbook <input type="checkbox"/> Clinical Medicine	18. If for children or young adults <input type="checkbox"/> Age _____ <input type="checkbox"/> Grade _____
19. Indicate format for each ISBN listed. Check permanent paper (∞) box for each ISBN to which it applies ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞			
20. Summary of book's content			
21. Name and address to which CIP data should be mailed Type or print firmly in ink NAME ADDRESS This label will be used to mail your CIP data to you.			

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Example 3
CIP Data Sheet for Books

Library of Congress CIP DATA SHEET FOR REPRINT EDITIONS		AGENCY USE ONLY	
1. Name of publisher exactly as it appears on title page		2. Date form completed	
3. First U.S. city named on title page as a place of publication		4. Projected publication date Month _____ Year _____	
5. Contact person Phone () _____ Ext. _____ Internet account number _____	6. In-house editor Phone () _____ Ext. _____ Internet account number _____		
7. Full names of authors appearing on title page (last, first, middle) 1. _____ 2. _____ 3. _____		Birth date Month / Day / Year Month / Day / Year Month / Day / Year	
8. Title and subtitle			
9. Original title, if different from reprint		10. Will new front and/or back matter be added? <input type="checkbox"/> Yes (Please provide copy.) <input type="checkbox"/> No	
11. Original publisher		12. Place(s) of publication appearing on original title page	
13. Date of original publication		AGENCY USE ONLY	
14. Check here if original has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index		15. Check here if reprint has <input type="checkbox"/> Bibliographical references <input type="checkbox"/> Index	
16. Is original a multi-volume work (i.e. one title in several volumes)? <input type="checkbox"/> Yes <input type="checkbox"/> No		17. If original is a multi-volume work, will whole work be reprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
18. Is original part of a series? <input type="checkbox"/> Yes <input type="checkbox"/> No		19. If original is part of a series, will same series be retained? <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. If this reprint will belong to a series not associated with the original edition, and the series title will appear in the book, the series title is _____ If the series is numbered, the number for this title is _____			
21. Distribution code	22. Primary audience <input type="checkbox"/> General <input type="checkbox"/> Other _____	23. <input type="checkbox"/> Novel <input type="checkbox"/> Fiction/Literature <input type="checkbox"/> Textbook <input type="checkbox"/> Clinical Medicine	24. If for children or young adults <input type="checkbox"/> Age _____ <input type="checkbox"/> Grade _____
25. Indicate format for each ISBN listed. Check permanent paper (∞) box for each ISBN to which it applies ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞ ISBN _____ <input type="checkbox"/> ∞			
26. Summary of book's content			
27. Name and address to which CIP data should be mailed Type or print firmly in ink NAME ADDRESS This label will be used to mail your CIP data to you.			

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Example 4
CIP Data Sheet for Reprint Editions

“by,” “and,” “edited by,” “prepared by,” etc. Do not use any abbreviations which will not appear as abbreviations on the title page of the printed work. The order and form of personal names appearing on the title page are particularly crucial. The accuracy of the title page cannot be overemphasized.

2. Copyright page.

As with the title page, this must be a facsimile with all information exactly as it will appear in the published book.

3. Series page (or series information wherever it is to appear in the published book, e.g., cover or spine).

4. Table of contents.

5. Preface/Introduction.

6. Summary.

The summary should indicate topics covered (including time span and geographical coverage), the major thrust of the work, and the disciplinary approach, e.g., “a sociological analysis.”

7. Sample chapters.

It is imperative that the chapters provided be fully indicative of the subject(s) covered by the book. This information is crucial to accurate subject analysis. Introductory and concluding chapters are especially important.

8. Author fact sheet/biography and advertising or jacket copy.

IF THE FULL TEXT IS NOT AVAILABLE, THE CORE REQUIRED MATERIALS MUST STILL BE SUPPLIED.

If you are requesting CIP data for a reprint edition, or requesting CIP for a second printing of a title for which CIP data was not previously obtained, you may send a copy of the original edition in place of a galley. However, the new title page and copyright page must also be included. (*See Section IX.2-3 for information about submitting reprint editions and second printings.*)

V. MAILING YOUR REQUEST FOR CIP DATA

Before mailing your request, please review the CIP data sheet for completeness. Be sure that you have included all of the core required materials listed in Section IV.

When packaging your request, first remove the instructions and the goldenrod copy of the CIP data sheet for your files and clip or band the data sheet to the top of the galley. Whenever submitting applications for multipart items, be sure to package them together.

Use the bright orange CIP address label provided by the CIP Division. This will speed the sorting of your CIP applications and galleys by Library of Congress mailroom staff. For planning purposes anticipate a one week transit time on each end, both to and from the Library of Congress, in addition to the 10 working days which we require for processing.

The CIP Division has a telefax machine that will allow for the rapid transmission of cataloging data under certain circumstances. Please contact your Publisher Liaison for further details. Given the many pages which constitute a typical galley, applications cannot be accepted by fax.

If you are in a large publishing house, please also remember to allow for transit time within your own organization if mail is processed by a central unit.

VI. HOW TO PRINT CIP DATA IN YOUR BOOK

The format of CIP data and an explanation of its elements are shown in Example 5. Please note that your full catalog record is distributed to MARC subscribers in machine-readable format. The MARC record is more comprehensive than this printed format. (*See Example 6.*)

Review your CIP data immediately upon receipt. If you have questions concerning its meaning or accuracy, write or call your CIP Publisher Liaison as soon as possible so that your concerns can be addressed well before your printing date. (*See Section VII for instructions about reporting changes.*)

After reviewing your CIP data, instruct the appropriate staff in your house to print the data on the copyright page of your publication exactly as it was supplied to you, observing all capitalization, spacing, and punctuation, and maintaining the same overall format and left margins. The Library of Congress subscribes to the conventions of International Standard Bibliographic Description which allow librarians to decipher a catalog record regardless of language. For example, the title is separated from any "other title information" (whether a subtitle or a phrase in apposition) by a [space]:[space]. It is therefore important that your data be printed according to the same conventions.

Do not add the number of pages or the size of the book to the "p. cm." portion of the CIP record. The Library of Congress will add this information to its database and distribute it via the MARC tape service upon receipt of the published book, noting other features such as illustrations.

PREPARATION OF CIP DATA OBLIGATES THE PUBLISHER TO PRINT THE CIP DATA IN THE BOOK FOR WHICH IT WAS PROVIDED.

Several changes to the CIP data are permitted:

1. Although it is not preferred, you may print the CIP data in the book on a page other than the copyright page, provided that you indicate on the copyright page where in the book the data is located. For example, "CIP data may be found on page 254."
2. You may substitute the word "date" for the actual date(s) supplied as part of a personal name heading. For example, the CIP data is sent to you with the heading shown as follows:

Johnson, George, 1936-

However, Mr. Johnson does not want his birth date revealed. So the data may be printed in the book as:

Johnson, George, date.

Although you know that you will not be printing an author's birth date, you should still provide the birth date when filling out the data sheet.

3. You may delete "CIP" which appears in the lower right-hand corner of the data.

4. You may delete "AC" which appears in the lower right-hand corner of the data. "AC" indicates that the book has been selected for the Annotated Card program for juvenile literature. (See Section IX.8. for more information concerning juvenile literature.)

If you delete "CIP" and/or "AC" please be careful to retain the Library of Congress catalog card number. It is essential information for librarians and bookdealers who use it to access catalog records and other records associated with ordering and processing books.

Library of Congress Cataloging-in-Publication Data	
1—	Erasmus, Desiderius, d. 1536.
2—	[Selections. English. 1988]
3—	The praise of folly and other writings : a new translation, critical commentary / Desiderius Erasmus ; chosen, translated, and edited by Robert M. Adams. -- 1st ed.
7—	p. cm. -- (A Norton critical edition)
9—	Includes bibliographical references (p.)
10—	ISBN 0-393-95749-7
11—	1. Erasmus, Desiderius, d. 1536--Translations, English. 2. Erasmus, Desiderius, d. 1536--Criticism and interpretation. 3. Humanists. I. Adams, Robert Martin, 1915- . II. Title.
13—	PA8502.E5A3 1988
14—	878'.0409--dc19
	88-21851

Example 5

CIP Data

1. Main entry. Often the first named author on the title page.
2. Uniform title. In the example, the uniform title brings together in the catalog various English language collections of selected works by Erasmus.
3. Title.
4. Parallel title and/or other title information, including subtitle.

5. Statement of responsibility. The author statement as it appears on your title page is transcribed according to the provisions of the *Anglo-American Cataloguing Rules*, Second Edition.
6. Edition statement.
7. Physical description. This area will be updated in the Library of Congress automated database upon receipt of the published book to reflect the number of pages, illustrations, size in centimeters, and accompanying materials. Librarians expect to see "p. cm." in a CIP record; please do not alter it.
8. Series statement, including the International Standard Serial Number (ISSN) if it appears in the book.
9. Notes. In addition to notes concerning bibliographical references, this area may contain information concerning previous editions, etc. For books selected for the Library's Annotated Card program, it may also include a summary for juvenile readers.
10. ISBN. If you wish to record additional ISBNs, please add them below the CIP data.
11. Subject headings (each preceded by an arabic numeral). There will be access in library catalogs under these headings.
12. Added entries (each preceded by a roman numeral). "Title" and "Series" mean that access will be provided in library catalogs for this book by the book title and series title. Persons, especially joint authors and editors, often appear as added entries.
13. Library of Congress classification number.
14. Dewey Decimal classification number. The annotation, "--dc 19," tells librarians that the number was assigned from the 19th edition of the *Decimal Classification*. Please do not delete this information.
15. Library of Congress catalog card number.

11/30/88 [BOOKSM] [FCRI] [MUMS] PAGE 1 OF 1
 C*UPI* DISPLAYED RECORD HAS BEEN VERIFIED. 112
 VERIFIED CIP RECORD NOT YET IN LC AACR 2

001 88-38353
 050 PS3569.W247034 1989
 062 E13/.54 19
 100 Swan, Gladys, 1934-
 245 Of memory and desire : stories / by Gladys Swan.
 260 Baton Rouge : Louisiana State University Press, 1988, c1987.
 300 p. cm.
 620 ISBN 0-8071-1480-4 (alk. paper)
 263 8808
 995 AFIF/MIG

Copyright © 1980, 1981, 1983, 1985, 1986, 1987 by Gladys Swan
 All rights reserved
 Manufactured in the United States of America

Designer: Sylvia Malik Loftin
 Typeface: Trump Mediaeval
 Typesetter: The Composing Room of Michigan, Inc.
 Printer: Thomson-Shore, Inc.
 Binder: John H. Dekker & Sons, Inc.

First Printing
 98 97 96 95 94 93 92 91 90 89 5 4 3 2 1

Grateful acknowledgment is made to the editors of the following publications, in which the stories in this book originally appeared: *Greensboro Review* (Winter, 1980-81), "On the Eve of the Next Revolution"; *Mid-American Review* (Fall, 1983), "Getting an Education"; *New America* (Winter, 1980), "Land of Promise"; *New Letters* (Fall, 1986), "July"; *Ohio Review* (1987), "Lucinda"; *Sewanee Review* (Fall, 1981; Spring, 1983; Summer, 1984; Winter, 1986), "Reunion," "The Ink Feather," "Carnival for the Gods," "Sirens and Voices"; *Writers' Forum* (1985, 1986), "Black Hole," "Of Memory and Desire."

Library of Congress Cataloging-in-Publication Data

Swan, Gladys, 1934-
 Of memory and desire : stories / by Gladys Swan.
 p. cm.
 ISBN 0-8071-1480-4 (alk. paper)
 I. Title.
 PS3569.W247034 1989
 813'.54—dc19 88-38353

The paper in this book meets the guidelines for permanence and durability of the Committee on Production Guidelines for Book Longevity of the Council on Library Resources. ∞

Example 6

CIP Record on MARC Tapes
 vs. CIP Data in Book

VII. HOW TO REPORT PREPUBLICATION CHANGES

If any of the information that you originally supplied on your data sheet, title page, or copyright page is changed before publication, this change must be reported to the CIP Division. We use these reports to prepare revised CIP data for printing in your book and/or to prepare a revised CIP catalog record for the Library's MARC tapes.

If such changes are made before publication, report the changes to your CIP Publisher Liaison on the form entitled "Cataloging in Publication Data Change Request." (See *Example 7*.) A change made to any of the items listed on this form must be reported.

When you use the Change Request form, your request will go directly to your CIP Liaison who will initiate the change(s) you have requested. If, instead, you use a CIP data sheet, your change request will be handled as a new application, consequently delaying your change and possibly creating a second record for the same work.


It is very important that you list new information exactly as it will appear on your title page and enclose a photocopy of the original CIP data and the revised title page.

If revised CIP data is necessary, you will receive an altered version of your CIP data. If revised CIP data is not needed, you will be notified that we have made the necessary changes on our automated record, but that no changes in the original CIP data were required. Print the original CIP data.

You may also contact your CIP Publisher Liaison by telephone, if time does not permit use of the form.

If new CIP data is sent to you, instruct the appropriate staff in your house to print the revised CIP data in the book, instead of the original.

“Rev.” is written on the revised data slip for your information; however, it is not to be printed.



LIBRARY OF CONGRESS
Cataloging in Publication Division

CATALOGING IN PUBLICATION DATA CHANGE REQUEST

Date _____

INSTRUCTIONS: Complete form and return to Library of Congress, CIP Division, 101 Independence Avenue, SE., Washington, DC 20540-4320. All changes, especially any alterations to the title page, must be reported, although not all changes will result in revised data. If your title page is altered, please submit a copy of the new page. Revised data will be supplied whenever necessary. You will be informed if no change in data is necessary.

FROM: _____	ENCLOSE A PHOTOCOPY OF THE CIP DATA OR SUPPLY INFORMATION APPEARING ON CIP DATA:
PUBLISHER: _____	TITLE: _____
ADDRESS: _____	AUTHOR: _____
TELEPHONE: _____	LC NUMBER: _____

WE REPORT THE FOLLOWING INFORMATION CONCERNING THE ABOVE CIP DATA (Check all appropriate sections):

☐ Publication Cancelled--Cancel CIP Record.

☐ Accuracy of CIP Data Questioned (Explain, Using Back if Necessary): _____

☐ Change of Information Since CIP Data Was Prepared (Submit New Title/Copyright Pages if Affected) Record old and new information below, using back as necessary.

<input type="checkbox"/> Title	<input type="checkbox"/> Edition Statement	<input type="checkbox"/> Index
<input type="checkbox"/> Subtitle	<input type="checkbox"/> Publisher	<input type="checkbox"/> LC Card Number
<input type="checkbox"/> Author*	<input type="checkbox"/> Publication Date (year and month)	<input type="checkbox"/> Bibliography
<input type="checkbox"/> Editor*	<input type="checkbox"/> Copyright Date	<input type="checkbox"/> Series Statement and/or Number
<input type="checkbox"/> Illustrator*	<input type="checkbox"/> ISBN	<input type="checkbox"/> Other: _____

*NOTE: Report title page changes involving order of names, form of names, and addition or deletion of names.

OLD INFORMATION: _____

NEW INFORMATION: _____

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Example 7

Change Request Form

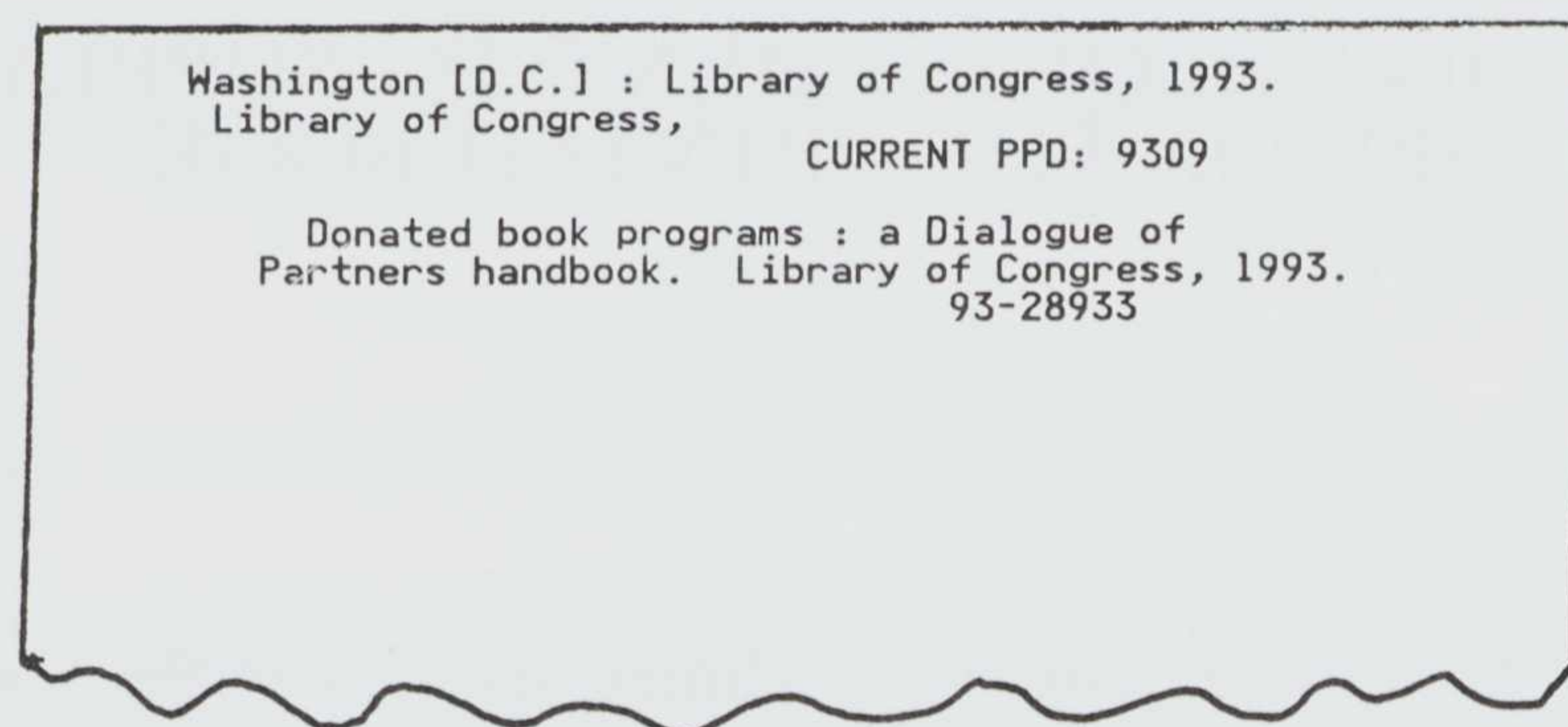
VIII. YOUR REQUIREMENT TO SUPPLY A COPY OF THE PRINTED BOOK

The CIP Division requires a complimentary copy of the best edition of each published book for which CIP data was supplied. The best edition is the one most likely to have the longest shelf life, such as the hardcover copy, in the case of simultaneous hardcover and paperback editions. The two copies you submit for copyright deposit do not satisfy this requirement of participation in the CIP program. The CIP copy is used to update the preliminary CIP record to a full catalog record which will then be released on the Library's MARC tapes.

Note that it is your responsibility to arrange for a copy of the book to be sent to CIP before its public release date. If this is not possible, the copy should be sent to CIP immediately upon publication.

PREPARATION OF CIP DATA OBLIGATES THE PUBLISHER TO SEND FREE OF CHARGE TO THE CIP DIVISION A COPY OF THE BOOK FOR WHICH THE DATA WAS PROVIDED IMMEDIATELY UPON PUBLICATION. CONTINUING PARTICIPATION IN THE CIP PROGRAM IS CONTINGENT ON FULL COMPLIANCE WITH THIS OBLIGATION.

Overdue books that significantly exceed the proposed publication date are claimed by means of three-by-five cards (*see Example 8*). However, the process of claiming these overdue titles represents a serious strain on CIP's limited resources. Consequently, publishers whose books must be claimed repeatedly are subject to suspension from further participation in the CIP program.



Example 8

Claim Card, for Titles Not Yet Received by CIP

PPD = Proposed Publication Date. The first two digits refer to the year (93); the second two digits to the month (09). This book, according to the publisher's original information, was due to be published in September 1993.

IX. SPECIAL TYPES OF MATERIALS

1. Serials

Serials are out of scope for the CIP program because of the special treatment they receive in library cataloging. A serial title is cataloged only once, and that catalog record remains valid until the title of the serial publication is changed. If a serial title is bought by a new publishing house, and the title is not changed, the original catalog record still applies, with the understanding that it will eventually be amended to indicate that the new publisher assumed responsibility for the title beginning with a certain volume, number, or year.

You are urged to contact the National Serials Data Program for assignment of an International Standard Serial Number (ISSN) for

your serial title. The inclusion of this number in serial publications is a great aid to librarians. For further information, please contact:

Library of Congress
National Serials Data Program
101 Independence Avenue, S.E.
Washington, D.C. 20540-4160

2. New editions and reprints

A separate CIP application is needed for a new edition of a previously published title. (*See Subsection 4 for instructions for submitting paperback editions of hardcover titles.*) For cataloging purposes, any of the following sets of circumstances constitutes a new edition:

- a) A title which will clearly indicate in the book that it is a new edition, such as "second edition," "revised edition," "corrected edition," "deluxe edition," "large print edition." In other words, the inclusion of any stated expression indicating a distinct edition means that new CIP is required.
- b) A title which lists a new publication date on its title page or copyright page. This may be expressed in the form of a date associated with the publisher's imprint on the title page or a statement such as "published in 1994" on the copyright page. If only the copyright date is changed it is **not** a new edition for cataloging purposes. Contact the Copyright Office for information relating to copyright questions. Their address is:

Library of Congress
Copyright Office
101 Independence Avenue, S.E.
Washington, D.C. 20559
(202) 479-0700
- c) A title previously published by another house, which you are reprinting under your own imprint. Use the CIP Data Sheet for Reprint Editions to apply for CIP data in this instance.

- d) A title being republished with **any** bibliographic change, such as a new title, an additional author, or a new series statement.
- e) A title with a change in the order of cities listed as places of publication on the title page.
- f) A title with a significant change in the publisher's name as expressed on the title page. Check with the CIP Division for guidance in these cases.

The CIP data created for a new edition will be almost identical to the CIP for the original edition. There are, however, small but highly significant differences between the two records.

It is imperative that you request new CIP data when the above circumstances apply.

3. Second printings and new impressions

If your title is being reprinted merely for stock—with no changes to any bibliographic element—the original CIP data should be used again. No further application for CIP data is necessary.

If you did not request CIP data for your first printing, however, you may submit an application, noting across the top of the CIP Data Sheet for Books: "CIP DATA REQUESTED FOR SECOND PRINTING." If the title has not already been cataloged by the Library, CIP data will be supplied as usual. If an earlier printing of the title has already been cataloged, the CIP Division will provide the Library of Congress catalog card number associated with the earlier printing. Only the card number should be printed in the book, prefaced by the legend: Library of Congress Catalog Card Number.

4. Paperback editions of hardcover titles

If you are publishing simultaneous paper and hardcover editions which are identical except for format and ISBN, you may submit one CIP application, noting both ISBNs on the data sheet. The CIP data

supplied should be printed in both paper and hardcover editions. If there is a difference in title, publisher's imprint, edition statement or any other bibliographic element, two separate applications are required.

If you later publish a paperback edition of a work previously published by you in hardcover, and if **no** bibliographic changes (title, publisher's imprint, edition statement, etc.) have been made, the title is considered a second printing for cataloging purposes, and the procedures outlined in Subsection 3 apply. If, however, the only change in your paperback edition is the addition of a series title, new CIP data may or may not be needed. Contact the CIP Division for a decision. (*See also Subsection 2 on editions, which describes the circumstances in which new CIP data is always required. If any of these circumstances apply, a new CIP application is necessary, regardless of whether the title is paperback or hardcover.*)

5. Multipart items

Multipart items are those titles which are published in more than one physical volume and are not open-ended in nature. In other words, there is a finite amount of information and a planned end to the project. Open-ended titles are considered to be either monographs published in series (monographic series) or serials.

Multipart items are cataloged separately or as a set, depending on the following circumstances:

- a) A title published in more than one volume, when the individual volumes have no subtitles or special titles of their own, is cataloged as one entity, for example, Henry James, *The Golden Bowl*, in two volumes.
- b) A title published in more than one volume, when the individual volumes have no independently meaningful or distinctive title or subtitle of their own, is cataloged as one entity, for example, *Encyclopedia of Antiques*, volume A-L and volume M-Z.

- c) A title published in more than one volume, when the individual volumes are prepared by different authors and have different, meaningful titles, is often cataloged in parts. In this case, CIP data will be provided for each volume. For example:

Your Successful Career (in three volumes)

Vol. 1: *How to Find a Job*, by Jane Jones.

Vol. 2: *How to Get a Raise*, by John Smith.

Vol. 3: *Planning for Your Retirement*, by Mary Brown.

- d) A title by one author published in more than one volume is often cataloged in parts, each volume receiving its own CIP, when the individual volumes have clearly distinctive titles. A common example of this category is a collection of an author's works, each title published separately.

The Complete Works of Henry James

Vol. 1: *The Golden Bowl*.

Vol. 2: *The Portrait of a Lady*, etc.

The decision to catalog separately or as a set is not always as clear as it is in the above examples. Other factors, such as the method of volume or series numbering, may influence the decision. If your title falls **clearly** into category a or b, submit one complete application which refers to the title as a whole, and include separate title pages for each part, if they exist. If you suspect that your title falls into category c or d, submit separate applications for each volume. If you are in any doubt whatsoever, submit a complete application for each part.

If the Library has already cataloged the set as shown in category a or b above, CIP data will not be provided for volumes after the first volume cataloged.

6. Proceedings and papers of conferences, meetings, etc.

Papers or proceedings of conferences and meetings are particularly difficult to catalog. It is essential that if the complete text is not

available, the core required materials, including an exact title page, be supplied, and that any changes in the title page information be reported to the CIP Division immediately.

In addition, if the title page does not clearly indicate the following information, the missing information should be provided in a supplemental statement.

- Exact name of conference
- Exact name of sponsoring organization(s)
- Dates when conference was held
- Place where conference was held

You should include an indication of whether or not—and where—the information will appear in the printed book (e.g., preface, introduction, copyright page, foreword, etc.).

7. Medical titles

In addition to regular Library of Congress cataloging treatment, most medical titles are also forwarded to the National Library of Medicine for the assignment of subject headings and classification numbers specifically designed for medical libraries. This information appears on your CIP data bracketed in the following manner: [DNLM: . . .]. (See Example 9.)

8. Juvenile literature

In addition to regular Library of Congress cataloging treatment, juvenile literature receives annotations. The annotations are used by children's librarians and teachers in selecting materials for classroom use and for the use of young library patrons. Simplified subject headings, appearing in brackets in your CIP data, are also provided for use in children's library catalogs. (See Example 10.)

For Library of Congress cataloging purposes, "juvenile literature" may also include materials appropriate for young adults, e.g., readers up to age sixteen or through grade nine. If the material is targeted

Library of Congress Cataloging-in-Publication Data

Guthrie, Randolph H.
Reconstructive and aesthetic mammoplasty / Randolph H. Guthrie,
Jr., Gordon F. Schwartz ; foreword by Tom Shires.
p. cm.
ISBN 0-7216-2806-0
1. Mammoplasty. I. Schwartz, Gordon F. II. Title.
[DNLM: 1. Breast--surgery. 2. Mastectomy. 3. Surgery, Plastic.
WP 910 G984r]
RD539.8.G88 1989
618.1'9059--dc19
DNLM/DLC
for Library of Congress

88-39825
CIP

Example 9

Medical Title, Showing Additional Subject Headings and
Classification Number Assigned by the
National Library of Medicine

at high school students or older, e.g., age 16 and older, it will be provided with a summary and extra subject headings mentioned above, but the subdivision “— Juvenile literature” will not appear in the regular Library of Congress subject headings.

Library of Congress Cataloging-in-Publication Data

McKissack, Pat, 1944-
Messy Bessey's closet / by Patricia and Fredrick McKissack ;
illustrated by Rick Hackney.
p. cm. -- (A Rookie reader)
Summary: Messy Bessey learns a lesson about sharing when she
cleans out her closet.
ISBN 0-516-02091-9
[1. Cleanliness--Fiction. 2. Orderliness--Fiction. 3. Sharing--
Fiction. 4. Stories in rhyme.] I. McKissack, Fredrick.
II. Hackney, Rick, ill. III. Title. IV. Series.
PZ8.3.M4598Me 1989
[E]--dc20

89-34667
CIP
AC

Example 10

Juvenile Title, Showing Summary and Juvenile Subject Headings

X. GENERAL INFORMATION

1. IMPORTANCE OF THE TITLE PAGE

The Library of Congress follows the *Anglo-American Cataloguing Rules*, Second Edition (AACR 2), which states that the title page (or its substitute, e.g., the front cover) is the chief source of information for bibliographic information concerning a title. The title page determines the form of name to be used for authors new to our catalog and is the primary authority for the transcription of the title and subtitle, statement of authorship, function of other contributors, etc. Without a title page, CIP data cannot be provided.

2. PLACEMENT OF AUTHORS' NAMES IN CIP DATA

Current cataloging rules (AACR 2) provide that the first mentioned author on the title page is listed at the top of the record. He or she is designated as the main entry or access point. Additional joint authors—up to two—are listed at the bottom. They are designated as added entries and identified by roman numerals. Regardless of any author's position on a catalog record, access to the title is provided by either author's name in both card catalogs and computer catalogs. Where there are four or more authors listed on the title page, only the first author is mentioned in the catalog record.

3. INCLUSION OF BIRTH DATES

In a catalog of any significant size, duplication of names often occurs. The birth date is used solely to distinguish one author from another of the same or similar name, so that the works of one author will not be incorrectly filed with those of another.

4. EXCLUSION OF DEATH DATES

The purpose of adding birth and death dates to personal name headings is not to provide biographical information. The use of dates is a method specified by AACR 2 for differentiating among persons with the same or similar names. While older headings often include death dates, many recent headings do not. Limited resources preclude revising a personal name heading and all the catalog records associated with it because a death date has become available.

5. DESIGNATIONS OF "JR.," "III," OR "M.D." AFTER PERSONAL NAMES

Current cataloging rules (AACR 2) provide that authors be identified by dates, when possible, rather than by such designations. While it is possible for "Jr." or "M.D." to appear after a personal name heading, "III" is never permitted.

6. FORM OF THE AUTHOR'S NAME ON THE CIP DATA VS. THE TITLE PAGE

If an author has been previously listed in our catalog, the form of name previously established is used until such time as a new form predominates. In this way all titles by one author will be collected under the same entry in the catalog. References from other forms of name used by the same author are created, so that library patrons will be guided to the one form of heading used in the catalog.

7. ESTABLISHMENT OF THE AUTHOR'S NAME IN THE LIBRARY OF CONGRESS CATALOG

If an author seriously objects to the way his or her name has been established in the Library of Congress catalog, contact the CIP Division. We will attempt to accommodate the author's wishes, if that can be achieved without violating the integrity of the cataloging rules.

8. WHY THE EDITOR IS NEVER THE MAIN ENTRY

Current cataloging rules (AACR 2) provide that editors are always listed as added entries, not main entries. Access by the editor's name is still provided in library catalogs. Access is not provided for in-house or production editors when it can be ascertained or assumed that this was their only function. Preference is always given to authors. Thus, the name of the first named author on the title page is used as the main entry, even though you may consider his or her contribution less substantial than the editor who compiled the entire work. Similarly, an edition of someone's papers, letters, etc., is listed under the original author of the documents, even if the editor's contribution is substantial. Editors are listed as added entries in these cases, and library patrons can locate the title by the editor's name.

9. OMISSION OF THE ILLUSTRATOR AND TRANSLATOR

Added entries are provided for illustrators only when their contribution is the primary focus of the book (or when their contribution is equal to that of the author of the text). Illustrators for juvenile titles are usually listed. Added entries are provided for translators only in special cases.

10. WHY CIP DATA SOMETIMES STARTS WITH THE TITLE

The most common reason for starting CIP data with a title is the case in which there is an editor instead of an author. Another fairly common case is when there are more than three authors on the title page. If four or more authors are listed, the title serves as the main entry, and the first author is given as an added entry. Other authors are not mentioned. Main entry under title may also occur when there are no authors listed on the title page.

11. WHY ONLY THE FIRST WORD OF A TITLE IS CAPITALIZED

According to traditional library practice, only the first word of a title is capitalized.

12. SUBSTITUTION OF A COMMA FOR THE COLON WHICH APPEARS IN THE TITLE/SUBTITLE

If a subtitle is judged by the cataloger to be an integral part of the title, it is separated by a comma, to facilitate computer searching. The normal separation of a title and subtitle is achieved by separating the two elements with a "space:space." Library computer systems are programmed to recognize this configuration as the end of the title proper.

13. ASSIGNMENT OF SUBJECT HEADINGS

The subject terms assigned to catalog records are chosen from a controlled thesaurus of authorized headings, *Library of Congress Subject Headings*. Therefore, in some instances the term the Library uses may be a synonym or variant form of the one your author prefers. In library catalogs, readers are referred from unused terms to used terms. Subject headings are not intended to provide in-depth indexing, but are meant to identify those subject areas which describe the book's overall content most accurately and most specifically. Thus, books on similar subjects will be listed together in library catalogs.

14. ROMANIZATION OF NAMES OF PEOPLE AND TITLES

Names of people and titles of works originally in nonroman alphabets are sometimes spelled differently in the CIP data than they appear on the title page. The Library of Congress uses specific transliteration schemes for languages in nonroman alphabets, for example, Japanese, Chinese, Korean, Russian, Hebrew, or Arabic. If the transliteration preferred by your author is not the one traditionally used by the library community, the spelling in the CIP data may be different. References from spellings in other widely used transliteration schemes will be made in library catalogs, so that users will be directed from the form on your title page to the particular spelling used by the Library of Congress and other libraries.

XI. LIBRARY OF CONGRESS CATALOG CARD NUMBERS (LCCNs)

LCCNs (appearing in the lower right-hand corner of CIP data) are control numbers for Library of Congress catalog records. They are used to order catalog cards and to identify and access these records in automated databases. They do not refer to physical volumes, but to discrete bibliographic records. Thus, if a multipart item is cataloged as an entity, (see *Section IX.5*), only one LCCN will be assigned, although you may assign an ISBN for each physical volume.

The first two digits of the LCCN refer to the year in which the number was assigned, not to the date of publication. If your publication is delayed, do not change the first two digits to match the year of publication. The new LCCN which would result from such a change may already have been assigned to another title.

An LCCN is automatically provided as an element of every Library of Congress catalog record created. Your CIP data always includes a card number.

XII. INTERNATIONAL STANDARD BOOK NUMBERS (ISBNs)

ISBNs are assigned by the publisher to individual physical volumes. LCCNs are assigned by the Library of Congress to individual catalog

records. Therefore, a multipart item could correctly have an ISBN for each volume, but only one LCCN, if it was cataloged as a set. For further information concerning the ISBN, contact:

Standard Book Numbering Agency
R.R. Bowker
121 Chanlon Road
New Providence, N.J. 07974
(908) 665-6770

XIII. YOUR CIP PUBLISHER LIAISON

The creation of a CIP record is a cooperative effort between CIP Division staff and the Library's catalogers. Your CIP Publisher Liaison serves as the link between you, the publisher, and the catalogers. Each CIP Publisher Liaison is responsible for those publishers whose names fall into a particular portion of the alphabet. (*See the list of liaisons, which has been inserted in this publication.*) These publisher block assignments must change from time to time to accommodate the fact that new publishers are constantly joining the CIP program, old publishers consolidate or change imprints, and CIP staff changes.

The Publisher Liaisons are responsible for answering your general questions about the CIP program, processing and mailing your CIP data as soon as the cataloging is completed, contacting you if insufficient materials were received, seeing that your reported changes are appropriately processed and that revised CIP data is supplied, and providing you with forms, labels, etc. While your CIP Publisher Liaison will be your primary contact person, there may be times when your questions will have to be referred to one of the technical assistants, CIP management, or other divisions of the Library of Congress.



The CIP Division's processing routines are divided among a number of CIP Publisher Liaisons. Each CIP Publisher Liaison is responsible for those publishers whose names fall into a particular portion of the alphabet:

CIP PUBLISHER LIAISONS

A-B	Michael Babinec	(202)	707-2223
C-D	Nancy Andrews	(202)	707-9811
E-Harc	Jennie Irvin	(202)	707-9808
Hard-K	Victoria Boucher	(202)	707-9813
L-Nn	Sherry McCoy	(202)	707-1630
No-P	Tina Chubbs	(202)	707-9805
Q-So	Patricia Dyson	(202)	707-9804
Sp-Univ.of C.	Carol Lynn Souder	(202)	707-9809
Univ.of D-Z	Mary Regina Thomas	(202)	707-9810

CIP Team Supervisor

Cassandra Latney (Supervisor) (202) 707-9812

TECHNICAL ASSISTANTS

A-Nn	Jacquelyn H. Reamy	(202)	707-9789
No-Z	Albert G. Kohlmeier	(202)	707-8480

<u>CHIEF</u>	John P. Celli	(202)	707-9797
<u>ASSISTANT CHIEF</u>	Vacant	(202)	707-9797



THE LIBRARY OF CONGRESS
COLLECTIONS SERVICES

101 INDEPENDENCE AVE., SE
WASHINGTON, D.C. 20540-4320

CATALOGING IN PUBLICATION DIVISION

Dear Publisher:

Thank you for your interest in the Library of Congress Cataloging in Publication (CIP) program. I have enclosed a packet of information which should answer your basic questions.

The primary purpose of the CIP program is to provide cataloging data to be printed on the copyright page of those publications most likely to be widely acquired by the nation's libraries. Section II of the enclosed CIP Publishers Manual outlines the scope of the program in greater detail. Please note that books paid for or subsidized by individual authors and books published by a house which publishes the works of only one author are outside the scope of the program.

While the preparation of CIP data normally takes 10 working days after your application has been received in our office, please allow 30 days processing time for your initial application since your house's eligibility for the CIP program must first be established. This initial application must include:

- * a completed publishers response form.
- * the galley of a forthcoming title for which you are requesting CIP data.
- * a completed data sheet.
- * nonreturnable sample catalogues, brochures and other documentation that clearly indicates that your publications are widely acquired by the nation's libraries.

To expedite routing, these items should be secured with string or rubber bands with a cover sheet that clearly identifies your submission as a "NEW APPLICATION".

Please do not ask that this initial review period be waived. Given the increase in the number of publishers applying for participation in the CIP program and the finite resources available to support the program, it is imperative that all applications be reviewed carefully.

There is no charge for the Library of Congress data. Participating publishers, however, are obligated to supply, free of charge, a copy of the best edition of each published book for which CIP data has been supplied. The copy should be sent to the CIP Division immediately upon availability.

If your original inquiry requested information regarding both the CIP program and the Preassigned Card Number program, please note that CIP cataloging includes the preassignment of a Library of Congress card number and for that reason participation in both programs is unnecessary.

If you have any questions, please do not hesitate to contact your CIP Publisher Liaison.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Celli". The signature is written in dark ink and is positioned above the printed name and title.

John Celli
Chief

Enclosures



Library of Congress
CATALOGING IN PUBLICATION DIVISION

PUBLISHER'S RESPONSE/PUBLISHING HISTORY

Publishing House Name (<i>as listed on title page</i>)	ISBN PREFIX
--	-------------

Address

Telephone No.

FAX No.

Internet No.

Authorizing Officer (*Name/Title*)

CIP Applications Contact (*Name/Title*)

CIP Complimentary Copies Contact (*Name/Title*)

More than one imprint used by publishing house?

☐

Yes

☐

No

If yes, identify each imprint as listed on title page.

IMPRINTS

ISBN PREFIX

Number of non-serial titles published	LAST YEAR	YEAR TO DATE	PROJECTED FOR NEXT YEAR

Projected number of copies of next title to be printed _____

Number of copies to be printed during the 1st year if your next title is printed on demand _____

List publishing house's three most recent titles

Title No. 1 Author	ISBN LCCN
Title No. 2 Author	ISBN LCCN
Title No. 3 Author	ISBN LCCN

Did your three most recent titles appear in any of the following publications?
If yes, provide the month, year and/or issue number for each title.

☐

Yes

☐

No

PUBLICATIONS

TITLE NO. 1

TITLE NO. 2

TITLE NO. 3

☐

Booklist

☐

Books in Print

☐

Choice

☐

Cumulative Book Index

☐

Library Journal

☐

Publishers' Catalogs in Microfiche

☐

Publishers Weekly

☐

Weekly Record

☐

Other (Title) _____

Other pertinent information or comments indicating acquisition of titles by libraries nationwide

I UNDERSTAND MY PUBLISHING HOUSE MUST SEND A COMPLIMENTARY COPY OF EACH PUBLISHED TITLE FOR WHICH CIP DATA HAS BEEN PROVIDED. THIS COPY MUST BE SENT IMMEDIATELY UPON PUBLICATION TO:

*Library of Congress
Cataloging In Publication Division
101 Independence Ave., SE.
Washington, DC 20540-4320*

Signature _____

Name (Print or Type) _____

Position/Title _____

CIP OFFICE USE ONLY

CIP Team Leader _____

Action _____ Date _____

Comments

SCOPE OF THE CIP PROGRAM

Eligible titles

Titles are included in the CIP program on the basis that they will most likely be widely acquired by the nation's libraries. These titles must be forthcoming monographs which will be published in the U.S. bearing a U.S. city in the imprint.

These titles may be:

1. Multipart items (i.e., sets).
2. New or revised editions.
3. New impressions of titles formerly published without CIP and for which a MARC record does not exist.
4. Federal government publications.
5. Translations into Spanish intended for the U.S. Spanish-speaking population.
6. Compilations of serial articles brought together in one volume as a collection.

Ineligible titles

Titles not likely to be widely acquired by the nation's libraries are ineligible. These titles can more efficiently enter the nation's bibliographic system by being cataloged after publication by local libraries, regional networks, and vendors.

The following types of material are also ineligible:

1. Books which do not list a U.S. city as place of publication on the title page and/or copyright page. A statement indicating distribution in the U.S. is not sufficient.
2. Books from publishers who do not maintain a U.S. office of editorial staff capable of answering substantive bibliographic questions.
3. Books paid for or subsidized by individual authors; books published by a house publishing the works of only one author.
4. Books for which a Library of Congress card number has been preassigned.

5. Serials. These are periodicals, annuals, and other publications regularly issued under the same title. Normally, only the date or volume number changes from one issue to the next. (See Section IX.)
6. Religious instructional materials. Examples include publications for classes at all grade levels, vacation Bible schools, confirmation studies, etc.
7. Expendable educational materials such as laboratory manuals, teachers' manuals, programmed instruction test sheets, workbooks, etc.
8. Specialized publications of a transitory and/or consumable nature such as trade catalogs, telephone books, calendars, coloring books, comic books, cutout books, etc.
9. Translations from English into a foreign language, other than Spanish.
10. Translations from one foreign language into another foreign language, other than Spanish.
11. Mass market paperbacks.
12. Single articles reprinted from periodicals and other serials.
13. Audiovisual materials including mixed media.
14. Textbooks below secondary school level.
15. Textbooks published in multiple volumes when a single volume edition exists.
16. Vest pocket editions.
17. Musical scores.
18. Microforms, except titles originally published in and appearing only in microform.

Library of Congress
CIP DATA SHEET FOR BOOKS
INSTRUCTIONS

The numbered instructions below correspond to the numbered blocks of the attached CIP Data Sheet. Only those blocks which may raise questions are referenced.

4. "Projected publication date" refers to the date the book first becomes available for sale. No CIP application can be processed without the projected month and year of publication. Be as realistic as possible to avoid frequent changes.
5. The person listed here will be contacted when questions of an editorial nature arise or if insufficient information was provided. Also provide phone number and Internet number if available.
6. On occasion, library staff may need to contact the in-house editor with questions concerning the forthcoming book. Also provide phone number and Internet number if available.
7. When there is more than one author, record their names in the same order they appear on the title page. Use this block also to record editors, translators, illustrators, etc., noting their function.

Because author's full names are to be recorded in this block, the form of the names will not necessarily match the form of the names appearing on the title page.

Include birth dates of persons listed on the title page if at all possible. If you do not supply the birth date(s) and a date is subsequently necessary to distinguish a particular individual from another with the same or similar name already in our files, you may be contacted for this information which will delay processing of your application.
8. Supply the title and subtitle exactly as they will appear on the title page or its substitute.
9. The information in this block is particularly important for works which are complete in more than one physical volume.
11. If a previous English-language edition (published either by your house or by another house) was issued with a different or variant title, record the previous title here.
12. If the work is a translation, provide the original title in the original language. Identify the language of the original.
13. Include with your application a copy of the page(s) on which the series title and number appear. Indicate the International Standard Serial Number (ISSN) if it will appear in the book. If the series is numbered, be sure to include the numbering designation, e.g., "volume 1," "vol. 1," "number 1," or "#1," etc.
15. See Tables for Block 15 on other side.
16. If you check "General," do not fill in Block 18. If a work is intended for a specialized audience, check "Other" and specify the particular audience, e.g., health care specialists, musicians, lawyers, etc.
19. Supply ISBNs in their complete (10-digit) form, including the initial group identifier, your publisher prefix, and all subsequent numbers and hypens. Indicate beside each ISBN the particular format, e.g., hard cover, paperback, library binding. If one or more formats will be printed on permanent paper, check the appropriate infinity symbol box(es).
20. The summary should indicate topics covered (including time span and geographical coverage), general thrust of the work, and the disciplinary approach taken, e.g., "a sociological analysis." In instances where more space is required, please continue on a separate sheet.

Because fiction titles suitable for children and young adults have a brief, non-critical annotation included as part of the catalog record, it is particularly important that you submit a concise summary for fiction titles intended for these audiences. Your summary should indicate the content of the item and any special features or unusual aspects, such as a unique perspective on a particular subject or a special physical format feature, e.g., a miniature or oversize book, board pages, or pop-up illustrations. This summary will be used in conjunction with the core required materials to create the cataloging annotation and to assign the juvenile subject headings.

EACH CIP DATA SHEET MUST BE ACCOMPANIED BY A FULL GALLEY OR MANUSCRIPT OR AT MINIMUM THE CORE REQUIRED MATERIALS DEFINED IN THE CIP PUBLISHERS MANUAL. APPLICATIONS SHOULD BE SUBMITTED WELL IN ADVANCE OF PUBLICATION ALLOWING AMPLE TIME FOR THE MAIL AND THE RESOLUTION OF BIBLIOGRAPHIC PROBLEMS THAT MAY ARISE DURING THE CATALOGING PROCESS.

PREPARATION OF CIP DATA OBLIGATES THE PUBLISHER: (1) TO PRINT THE CIP DATA IN THE BOOK FOR WHICH IT WAS PROVIDED, AND (2) TO SEND FREE OF CHARGE TO THE CIP DIVISION A COPY OF THE BOOK FOR WHICH THE DATA WAS PROVIDED IMMEDIATELY UPON PUBLICATION.

CONTINUING PARTICIPATION IN THE CIP PROGRAM IS CONTINGENT ON FULL COMPLIANCE WITH THESE OBLIGATIONS.

REMOVE THIS SHEET

Library of Congress
CIP DATA SHEET FOR BOOKS

AGENCY USE ONLY

1. Name of publisher exactly as it appears on title page

2. Date form completed

3. First U.S. city named on title page as a place of publication

4. Projected publication date

Month _____ Year _____

5. Contact person

Phone ()
Internet account number

Ext.

6. In-house editor

Phone ()
Internet account number

Ext.

7. Full names of authors appearing on title page (last, first, middle)

1. _____
2. _____
3. _____

Birth date

Month / Day / Year
Month / Day / Year
Month / Day / Year

8. Title and subtitle

9. If title in Block 8 consists of more than one physical volume, the number of volumes planned is

This application is for volume number

10. Check if book has

☐ Bibliographical references
☐ Index

11. Titles of other English language edition(s) if different from this title

12. If this is a translation from a foreign language, give original title

Language of original title

13. If the title belongs to a series having a comprehensive title, the series title exactly as it will appear in the book is

The series number is

14. If the series reflects a change in title, the earlier title of the series was

AGENCY USE ONLY

15. Distribution code

16. Primary audience

☐ General
☐ Other _____

17.

☐ Novel
☐ Fiction/Literature
☐ Textbook
☐ Clinical Medicine

18. If for children or young adults

☐ Age _____
☐ Grade _____

19. Indicate format for each ISBN listed. Check permanent paper (∞) box for each ISBN to which it applies

ISBN _____ ☐ ∞
ISBN _____ ☐ ∞

ISBN _____ ☐ ∞
ISBN _____ ☐ ∞

20. Summary of book's content

21. Name and address to which CIP data should be mailed

Type or print firmly in ink
NAME
ADDRESS

This label will be used to mail your CIP data to you.

607-6 (rev 3/94)

Library of Congress Cataloging-in-Publication Data

McAndrew, James, 1963-

The Roswell report : case solved / James McAndrew.

p. cm.

Includes index.

1. Unidentified flying objects--Sightings and encounters--New Mexico--Roswell. I. Title.

TL789.5.N6M33 1997

001.942'09789'43--dc21

97-11361

CIP

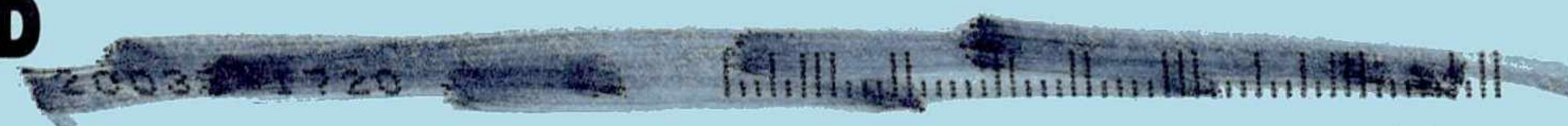
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CATALOGING IN PUBLICATION DIVISION
101 INDEPENDENCE AVENUE, S.E.
WASHINGTON, D.C. 20540-4320

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300



SAF/AAZD
CAPT McAndrew
1720 Air Force Pentagon
Washington, D.C. ~~2003-1720~~

CIP DATA ENCLOSED





DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Secretary

7 October 1996

MEMORANDUM FOR SAF/AAZ

FROM: SAF/AAZD

SUBJECT: Roswell Report Part II

Attached are draft copies of *The Roswell Report Part II* and video, *The Roswell Reports*. Both works are in draft form and are submitted for review. The publication has been reproduced in draft quality, therefore, the photographs and other scanned images are not sharply defined. At the completion of the review process, a publication-quality copy will be printed. Additionally, the publication requires a few minor layout changes and, upon approval, an index will be added. The video requires two narration changes but is otherwise complete.

JAMES McANDREW, Capt, USAFR
Declassification and Review Officer

Attachments:

1. The Roswell Report Part II
2. Video: The Roswell Reports

cc:

SAF/AAZD



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Secretary

10 March 1997

MEMORANDUM FOR SAF/PAM

FROM: SAF/AAZD

SUBJECT: ADVANCE COPIES OF ROSWELL BOOK

The listed bases and organizations are either mentioned in the text or are likely to have a requirement for advance copies of the Roswell book. Please make adjustments as necessary and provide the addresses of the PA offices as soon as possible and I will take care of the distribution when the books arrive.

Base	Organization(s)	Reason
1. Wright-Patterson	Base PA AFMC ASC NAIC ✓ Armstrong Lab ✓ Air Force Museum	Info Predecessor mentioned in text Predecessor mentioned in text Info Predecessor mentioned in text Info
2. Holloman	Base PA SMC/TE, OL-AC ✓ History 6/18/97 Ann Libby	Info Mentioned in text
3. Kirtland	Base PA AF Safety ✓ Phillips Lab ✓	Info Mentioned in text Mentioned in text
4. Cannon	Base PA	Info (geographic location)
5. Brooks	Base PA Strughold Lab	Info Predecessor mentioned in text
6. Nellis	Base PA	Info
7. Whiteman	Base PA 509 BW	Info Mentioned in text
8. Hanscom	Base PA	Info

Recontacted

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	Phillips Lab	Mentioned in text
9. Peterson	Space Command	Info
10. Hurlburt	Base PA AFSOC	Info Mentioned in text
11. AIA		Info
12. Bolling	OSI Surgeon General	Info Info
13. Air Weather Service		Info
Non Air Force Entities		
1. White Sands Missile Range		Mentioned in text
2. NASA		Mentioned in text
3. Armed Forces Institute of Pathology		Mentioned in text

JAMES McANDREW, Capt, USAFR
Declassification and Review Officer

Diane,

18 July 1996

1. Bad news, UT-Arlington wants \$200.00 for the publication fee (see attached). This is the "money shot," the one that always appears on all the TV shows and any article written about Roswell. I found the original and I'll drop it off.

2. A suggestion for the pamphlet. Tell me if you need more detail or additional text, significance etc..

June 1947 brought with it the first wave of "flying saucer" sightings and by early July, the US Army Air Forces found itself involved in the controversy. When a rancher near Roswell, NM found some oddly shaped debris from a USAAF research project, a series of mistakes and overreactions lead to its being identified as a "flying disc." The excitement was short-lived, however, when USAAF officials identified the "disc" as a radar target, a device used to measure wind in the upper atmosphere.

Caption: Major Jesse Marcel with the "flying disc" at Ft Worth AAF, TX in July 1947.

Credit: Ft Worth Star-Telegram Photograph Collection, Special Collections Division, University of Texas-Arlington Libraries

Jim



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