

**To:** [your name]

**Subject:** Doug Smith's Preface Question

Because we discussed an EIA preface earlier this week, I thought you could help me. How do you think we should respond to Doug? I recommend you use the *IEO 2010* preface as a model as well as information in the *Web Editorial Style Guide*, especially the Introduction and Chapters 1 and 12. E-mail me your response.

<<I've been asked to help write an upcoming report titled *Trends in Renewable Energy Consumption and Electricity 2012*. Because I haven't written one of these reports before, I have been reading past reports. However, I'm having a hard time figuring out how to write the preface to the report. I've pasted below the preface to the 2009 report. I'd like to write a longer, more detailed preface and format it for our Web site. Would you suggest how to do so?

Thanks.

Doug

**Preface**

The U.S. Energy Information Administration (EIA) reports detailed historical data on renewable energy consumption and electricity annually in its report, the Renewable Energy Annual. This report, *Trends in Renewable Energy Consumption and Electricity 2009*, provides an overview and tables with historical data spanning as far back as 1989 through 2009, including revisions. These tables correspond to identical tables to be presented in Chapter 1 of the Renewable Energy Annual 2009 and are numbered accordingly. The renewable energy resources in the report include: biomass (wood and derived fuels, municipal solid waste (MSW) biogenic, landfill gas, ethanol, biodiesel and other biomass); geothermal; wind; solar (solar thermal and photovoltaic); and conventional hydropower. Hydroelectric pumped storage is excluded, because it is usually based on non-renewable energy sources. Prior editions of this report may be found on the EIA Web site at [www.eia.gov/renewable/annual](http://www.eia.gov/renewable/annual). Definitions for terms used in this report can be found in the EIA's Energy Glossary at [www.eia.gov/tools/glossary/index.cfm](http://www.eia.gov/tools/glossary/index.cfm). General information about all the EIA surveys with data related to renewable energy and referenced in this report can be found here: [>>www.eia.gov/survey.>>](http://www.eia.gov/survey)

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E-mail Query on How to Develop a Preface