

To: [your name]

Subject: Marilyn Johnson's Table Questions

Marilyn needs help formatting a fairly simple table. Before you assist her, refer to the *Web Editorial Style Guide*, which discusses footnotes and notes in Chapter 11 and hypertext links in Chapter 12. You also might want to read Chapter 8 on abbreviations. E-mail me your responses to Marilyn's questions as well as a revised table reflecting your suggested revisions.

<<The attached table is part of the report *Short-Term Energy Outlook* I'm writing up for publication on the Web. I'm relatively new around here, and I'm still learning the EIA style. I need some help formatting my footnotes, notes, and hypertext links. Don't worry about understanding the science — I need your help getting it to look right. I have some specific questions:

1. I want to include the following footnotes: (1) West Texas Intermediate, (2) Average regular pump price, (3) On-highway retail, and (4) U.S. Residential average. Where should they go? I also want to include hyperlinks to our EIA online glossary (www.eia.gov/tools/glossary/index.cfm) for terms used in footnotes 1 and 3.
2. I'd like to include the source of my data (*Short-Term Energy Outlook*, September 2011) and include a hyperlink to the full report. How should I go about doing this?
3. I've used superscript 1 and italics to indicate projected prices in 2012 and 2013. What do you think?

Cheers,
Marilyn>>

Energy Source	Year			
	2010	2011	2012 ¹	2013 ¹
WTI Crude (1) (\$/barrel)	61.65	79.40	<i>94.40</i>	<i>94.50</i>
Gasoline (2) (\$/gallon)	2.35	2.78	<i>3.56</i>	<i>3.54</i>
Diesel (3) (\$/gallon)	2.46	2.99	<i>3.85</i>	<i>3.87</i>
Heating Oil (4) (\$/gallon)	2.52	2.97	<i>3.74</i>	<i>3.95</i>
Natural Gas (4)	12.12	11.19	<i>11.23</i>	<i>11.87</i>
Electricity (4) (cents/kilowatt hour)	11.51	11.58	<i>11.84</i>	<i>11.92</i>

¹ Prices are projections based on current data

Table 1. Price Summary of Major Energy Sources for 2010–2011 and Projections for 2012–2013.

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E-mail Query on How to Format a Table