**To:** [your name]

**Subject:** Marilyn Johnson’s Table Questions

Marilyn needs help formatting a fairly simple table. Before you assist her, refer to the *Writing Style Guide*, which discusses footnotes and notes in Chapter 16 and hypertext links in Chapter 17. You also might want to read Chapter 14 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](http://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>>

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| --- | --- |
| **Energy Source** | **Year** |
| **2010** | **2011** | **20121** | **20131** |
| **WTI Crude** (1)($/barrel) | 61.65 | 79.40 | *94.40* | *94.50* |
| **Gasoline** (2)($/gallon) | 2.35 | 2.78 | *3.56* | *3.54* |
| **Diesel** (3)($/gallon) | 2.46 | 2.99 | *3.85* | *3.87* |
| **Heating Oil** (4)($/gallon) | 2.52 | 2.97 | *3.74* | *3.95* |
| **Natural Gas** (4) | 12.12 | 11.19 | *11.23* | *11.87* |
| **Electricity** (4)(cents/kilowatt hour) | 11.51 | 11.58 | *11.84* | *11.92* |

1 Prices are projections based on current data

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