

Step-by-Step Manual for Green Digest Summary

The table below offers guidance in completing Digest summaries from reports, articles, and studies that relate to the Green economy.

Before you begin ...

- First, open the “Green Digest Blank Form” document (Word) and *save a copy to your own work area*.
- You will be asked if you want to open it in Read-Only. Say “No”.
- Name the document with the first three or four words of the publication or article title.
- Connect the title words with hyphens (this is to make it easier to pull onto the Web site).

FIELD	INSTRUCTIONS
Title	Enter full title of report. Do not use italics or quotes. Include subtitles. For example: Green Collar Jobs – An analysis of the capacity of Green Businesses to Provide High Quality Jobs to Men and Women with Barriers to Employment.
Author	Include last name, then first name of author, and include degree or job title.
Organization	This is the organization that prepared and published the report, conducted the study, or made the presentation. Sometimes there will be several organizations.
Author Contact	Include e-mail address, phone number, and FAX number, as available.
Publication Type	Select one from the following choices: Policy Analysis Report – Results from Original Survey Report – Results from Case Study Report – Literature Research Article – Newspaper, Magazine, Journal Book Presentation Slides (PowerPoint) Economic Development Plan Job Impact Study Policy Analysis
Publication Date	Month and year, or exact date of presentation if applicable. For example: April, 2007 April 6, 2007 2007
# of Pages	Use “pp” for pages.
URL	Copy link to product, or as close as you can get to it (home page of organization). Occasionally, you will need to register to a user group to view it. If this is the case, please add (
Summary	<ul style="list-style-type: none"> • Read and paraphrase the Executive Summary, if there is one. • Read introduction, table of contents, side bar summaries within the report, and conclusion paragraphs. • In larger reports, read the beginning and end of each chapter for key points. • Include purpose or goal of study in summary. • Even though you’ve added it above, be sure to include the date, author, organization, and geographic location of study. This is because some will just scan the summaries and not other fields in the document. <p>For a good example of how to summarize a report or article, link to the OWL Purdue site: http://owl.english.purdue.edu/owl/resource/563/03/</p>
Key Findings	Look for these in the executive summary, conclusions paragraphs, or in its own chapter. Key findings usually are found in studies that produced quantifiable data, such as case studies or surveys.
Recommendations	Do a keyword search (ctrl f) “recommend” for starters. Also look in index, summary, and conclusion paragraphs.
Definition of “Green”	If given, please include the report’s definition of “green”, “green industry” and/or “green occupations”. (Don’t list occupations or industries here, just give the broad definition.)
Methodology	Examples: Survey, interviews, literature research. Include number of respondents if possible.

(Continued)

Step-by-Step Manual for Green Digest Summary, Cont.

Data Sources Cited	If the report or article (e.g., tables, charts, or narrative) sources other data such as LMID, BLS, Census, or Dataquik, list them here.
Report Geography	If study covers a certain area, such as City of Berkeley, Southwestern Connecticut, New York, etc. – put it here.
Green Occupations Cited	<p>Please list, in bullets shown below, any “green” occupations cited in the report or article. If SOC codes are attached to them, add them behind the title, in parentheses. For example:</p> <ul style="list-style-type: none"> • Solar Energy System Installers (SOC 49-9021) <p>Note: some of these attempts to classify the occupations to SOC codes may be wrong – but just put them in anyway for now.</p>
Green Industries Cited	<p>Please list, in bullets as shown below, any industries or industry sectors cited in the report here that the authors consider “green” or “cleantech”. If NAICS codes are included, put them behind the industry title, in parentheses. Example:</p> <ul style="list-style-type: none"> • Energy Consulting Services (NAICS 54-1690)
Keywords	<ul style="list-style-type: none"> • List key words that will help readers find their area of interest. • Include any specific areas of green, such as “solar”, “biodiesel”, “turbine”, “recycling”, etc. • Include any geographic area of significance (e.g., state, county, city). • Separate keywords with semicolons and end with a period.
Legislation Cited	<p>Put identifier first, then title of legislation. For state-specific legislation, add the state abbreviation first. Examples:</p> <p>CA SB 32 – California Land Environmental Restoration and Reuse Act 42 U.S.C. 85 – Federal Clean Air Act</p>
Bibliography (Y/N)	Enter Y or N.

Send questions or concerns to [laurie.achtelik\(at\)edd.ca.gov](mailto:laurie.achtelik@edd.ca.gov)