

# Preparing your scribe

## 1 General Instructions

Thank you for volunteering to write up notes on today's lecture. If you scribe on a Tuesday we ask that you please bring your notes by the following Tuesday. At this phase bring *printed* notes, do not send us files. That version will be marked for corrections by us and you should correct the files accordingly and have a final version ready by the following Tuesday lesson, so that it can be distributed to the class within two weeks from the original lecture. **Note that late submission will result in point deduction.**

To help you with your notes, we will share with you the presentation used in giving the lecture, and notes on the same subject in past courses. Please ask for help in understanding the material or if you have a question about how it should be presented.

The notes will be prepared in LaTeX. In order to make the notes more uniform and easier to read, we are providing several macros for theorems and such. Also, we ask that you follow a few stylistic conventions:

Please write your notes as if you were explaining the material to another student, rather than as minutes of a meeting. That is, don't write things like "Today we started discussing..." or "next time, we will..." or "then, someone asked the question..." Just explain the material as clearly as you can.

When referring to material from other subjects, please refer to the subject title rather than the lecture number. For example, say "This lemma was proved when k-means was discussed", and not "This lemma was proved in lecture 3", since the lecture numbers are not consistent in different years.

Graphs and pictures from the presentation that cannot be latex-ed should be recreated or scanned in order to be added to the the lecture notes. Formulas should be recreated using Latex, and not added as figures.

Use *italics* for definitions of new terms.

Do not cut and paste text from the presentation as is. Presentations summarize points in bullets that are often not full sentences, as they are aimed to convey the main idea

and just help the lecture. You must rephrase the text into sensible paragraphs in proper English.

There is no need to include pictures of scientists that were shown in the lecture.

Scribe examples can be viewed here:

<http://www.cs.tau.ac.il/~rshamir/ge/scribes.html>

Your grade on the scribe will be based primarily on the **first** draft that you hand in. Subsequent changes will have only a secondary effect on the grade. Therefore, hand in what you consider *your final version*, and not a draft you expect us to clean up for you.

## 2 Getting Started

1. You should be somewhat familiar with LaTeX. There are several available tutorials, such as:

<https://www.latex-tutorial.com/tutorials/>

2. LaTeX files can be edited in several ways. There are several editors for windows, such as TeXworks or TEX studio. You can also use web-based editors, such as Overleaf ([www.overleaf.com](http://www.overleaf.com)). Alternatively, you can edit on linux.
3. We will provide a template file for the scribe.
4. If you choose to edit on linux, executing the command “pdflatex filename” will create a pdf file from your LaTeX source. Note that it is required to run pdflatex once, then bibtex and then pdflatex twice. Note that the final pdflatex run should end without any warnings.
5. Edit the latex file, the bib file (which should contain the bibliography) and add figures if necessary.
6. The LaTeX editor can compile the .tex file to a pdf file. The pdf file can be viewed with any Acrobat reader and printed out. Continue to edit your scribe until the results looks satisfactory.
7. In addition to the printed version, you should submit the original files (.tex, .bib etc) used to create the pdf by mail.

8. The name of your tex file should be `lec##.tex`.
9. Regardless of the editor you choose to work with, you should make sure the files can be compiled to `.pdf` on the school's linux system using `pdflatex`.

### 3 Labels

All the labels you create in your tex file should be in the following format

```
\label{lec#:<type>:<name>}
```

where type is theorem, lemma, corollary, claim, fig, etc.

For example, `\label{lec1:theorem:PerfectGraphTheorem}` or

```
\label{lec1:fig:interval graph}
```

### 4 Bibliography

For most algorithms, theorems, figures, and graphs, you need to add a reference to the papers they first appeared in. This should be done in the following way: Suppose you need a reference to the paper "Is  $P=NP$  ?" by Alice and Bob. To do this you will need to create a file named `lec#.bib`, and there you create the following entry:

```
@Article{AliceBob99,  
author = "A. Alice and B. Bob",  
title = "Is {P=NP} ?",  
journal = "SIAM J. Computing",  
year = "1999",  
volume = "1",  
pages = "1--50",  
}
```

(the curly brackets are needed to keep the capitalization of the expression inside). Note that you should create the label for the entry by concatenating the names of the authors and the two last digit of the year (in this case AliceBob99). (You can save some work if you search for the paper in

<http://git.macropus.org/hubmed/> or <http://www.bioinformatics.org/texmed/>

save and edit the entry, changing the label and removing unnecessary fields like abstract and keywords.) Now, in your tex file, you can add reference to this paper using the `\cite` command:

```
\begin{theorem}
(Alice and Bob, 1999 \cite{AliceBob99})
$P \neq NP$.
\end{theorem}
```

(use the exact style as above for giving references in theorems)

## 5 Figures

Figures can be extracted from papers or the presentation and saved as pdf or png. You can also generate figures yourself in any graphic software. Once generated they should be saved in a png or pdf file format and named `lecXX\_figX.png` or `lecXX\_figX.pdf` in the appropriate directory. You should use the following insertion code:

```
\begin{figure}[X1]
\centering{
\includegraphics[scale=X2]{lecXX_figs/XXXXX.png}
} \caption{XXXX. } \label{lecXXX:fig:XXXX}
\end{figure}
```

`X1` should be replaced by `t/h/b`, depending on the desired location of the figure on the page, and `X2` with an appropriate scale for the image. Also make sure that `\usepackage{graphics}` appears in the header of your tex file.

## 6 Before handing in your Scribe:

You will hand in your final scribe both in print and in files. Below is a summary of instructions for the files conventions.

1. We will need your final latex file and ALL other related files you are using or including to make pdflatex run.
2. Make sure ALL of the files (scribe, figures original) start with the prefix `lec##_` where `##` is your two-digit lecture number.
3. The structure of the files should be as follow: A head `abdbm/` dir, with file `lec##_tex` in the directory, and your figures in `abdbm/lec#_figs/lec#_<name>.suf` where `.suf` is `.ps` or `.fig` or `.pdf` or `.eepic` or `.tex` according to the type of the file. These all files should be zipped and sent to the course TA.
4. Spell check your scribe! The Unix command for spell checking is 'ispell'.
5. As mentioned before, you should make sure pdflatex can create the `.pdf` files on the school's system, and that its output is consistent with the printed version.
6. **READ your scribe.** Check that pages and lines do not beak in bad places. Check for typos etc.
7. Make sure the references appear at the end of the document, and that all citations inside the text are correctly expanded.
8. As mentioned before, you will first hand in the first iteration of the scribe. It should be submitted in class, printed (only the pdf file, no `.tex` and other files required). This version should be **submitted with increased spacing** between lines to accommodate edits by adding

```
\renewcommand{\baselinestretch}{1.5}
```

before

```
\begin{document}
```

9. when handing in the second (and if needed third) iteration, please:
  - (a) Hand in a printout of the new version
  - (b) Hand in also the previous (marked) iteration, with all my remarks either marked "check " (V, with a pen), or with a comment why you didn't correct them.
  - (c) Send The course's TA e-mail with the zipped abdbm directory attached.