Class Notes Procedures

These are the guidelines for writing the class notes. Please follow these guidelines to make the process as smooth as possible.

Each student must scribe one or two lectures. The notes will then be distributed to the class. It is essential that the notes for the lecture be turned in on time, so they can be distributed in class within two weeks of the lecture.

Writing notes: All notes should be written using Latex to provide the class with the uniform set of notes. The Latex template that is to be used can be found in the ftp directory on theory (see instructions below). The file is `lecture-XX.tex`. This template should be easy enough to use even if you have never used Latex. Make sure all the files compile before you put them into the ftp directory. Also make sure if you are using more than one file (e.g. figures) that you include all the files. All references in your main `.tex` file to other files should be relative, so that the file will still compile when moved to a different directory.

Turning the Notes in: You should give me a hard-copy of your notes within *ONE* week from the lecture. I will review these notes and then give them back to you with comments. Once you have revised these notes, you should turn the notes in on-line. Ftp all the files into the `6.858` directory. You should name your files starting with `lecture-nn` where `nn` is the number of the lecture you are scribing. Naming your files properly is important to avoid naming conflicts, and to allow others easy access to files. You should not plan to spend more than four days on writing the first draft of the notes. You should have the final draft deposited in the ftp directory for the class early enough so that I can make hard-copies and distribute them in the class *TWO* weeks after the lecture for which the notes were taken. The final draft should be deposited in the ftp directory at least two days before they are to be distributed in class. Send e-mail to `mona@theory.lcs.mit.edu` to notify me that the notes are in the ftp directory.

This is an example of what you should do to deposit the notes in the ftp directory for the class. Suppose you were scribing lecture 12, and your notes contained two figures. You will then have three files: `lecture-12.tex`, `lecture-12-fig-1.ps` and `lecture-12-fig-2.ps`. To copy the files to the class directory your ftp session should look like this.

```
% ftp theory.lcs.mit.edu
Connected to theory.lcs.mit.edu.
220 theory FTP server (SunOS 4.1) ready.
Name (theory.lcs.mit.edu:mona): anonymous
331 Guest login ok, send ident as password.
Password: <type in your login name here>
230 Guest login ok, access restrictions apply.
ftp> cd pub/6.858
<...ftp response...>
ftp> put lecture-12.tex
<...ftp response...>
ftp> put lecture-12-fig-1.ps
<...ftp response...>
ftp> put lecture-12-fig-2.ps
<...ftp response...>
ftp> bye
221 Goodbye.
%
```

Access to Notes and Other Material Distributed in Class: All material that is distributed in the class can be obtained by ftp from the `6.858` directory. The file names should be self-explanatory. For example, to obtain the notes (in Latex form) for lecture 12 do the following:

```
% ftp theory.lcs.mit.edu
Connected to theory.lcs.mit.edu.
220 theory FTP server (SunOS 4.1) ready.
Name (theory.lcs.mit.edu:mona): anonymous
331 Guest login ok, send ident as password.
Password: <type in your login name here>
230 Guest login ok, access restrictions apply.
ftp> cd pub/6.858
<...ftp response...>
ftp> mget lecture-12*.*
<...ftp response...>
ftp> bye
221 Goodbye.
%
```

You can also find a hard-copy of the same material in the file cabinet on the third floor of LCS (NE34) in a drawer labelled "6.858 Machine Learning" to the right of NE34-311.

If you have any questions or problems with these procedures please contact Mona Singh (`mona@theory.lcs.mit.edu`) or Prof. Rivest (`rivest@theory.lcs.mit.edu`).