

# Guidelines for the Knuth Scholarship

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## 1 Introduction

The Donald E. Knuth Scholarship is an award for individuals in support-level and other non-technical positions who have demonstrated skill and ingenuity in using T<sub>E</sub>X as part of their job. The award permits the recipient to attend a TUG annual meeting or other general meeting sponsored by TUG, plus a short course or seminar held in conjunction with such a meeting, with all expenses paid.

The first Knuth Scholarship was awarded in 1986. One or two Scholarships, depending on the availability of funding, were awarded each year from 1986 through 1990; 1991 was skipped because of a breakdown in the planning mechanism; the program was reinstated in 1992. Funding for past Scholarship awards has been provided both by the TUG treasury and with T<sub>E</sub>X vendors as sponsors.

The Scholarship recipient is chosen by a Scholarship Committee. Prior to 1991, the committee was named annually by the TUG President, and included the most recent recipient(s). Somewhat more specific qualifications suggested for the committee members are incorporated into these procedures.

As the perceived value of the Knuth Scholarship depends upon the quality of the work submitted for judging, the Committee should award the Scholarship only when that work is clearly of superior quality, *taking into consideration the level of expertise that is expected of the candidates.*

## 2 The procedures

### 2.1 Purpose

These procedures shall govern all aspects of activity relating to the Donald E. Knuth Scholarship, including the announcement, selection, and award of the Scholarship, and the selection, conduct and supervision of the Scholarship Committee.

### 2.2 Definitions

The following definitions apply:

**Candidate** A candidate for the Scholarship is an individual who has submitted a project to the competition and otherwise meets the qualifications.

**bb: 24May91**  
It has been suggested that the qualifications might be opened up to accommodate other non-technical individuals who may even be using tex on their own, not as part of their job. Opinions are being solicited.

**Core committee** The experienced members of the Scholarship Committee are referred to as the core committee. The core committee shall consist of two (2) or three (3) individuals having recognized competence in the use of  $\text{T}_{\text{E}}\text{X}$  and/or widely-used macro systems such as  $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$  or  $\mathcal{A}\mathcal{M}\mathcal{S}\text{-T}_{\text{E}}\text{X}$ . Solid knowledge of  $\text{METAFONT}$  and/or  $\text{WEB}$  is a plus, but is not required.

**Information brochure** An information brochure is a (perhaps informal) brochure available from the TUG office that is intended to provide fuller information about the Scholarship candidacy requirements than can be included in the first and other announcements. Such a brochure should incorporate the text of the first announcement plus a more extensive description or characterization of the project requirement. The current list of qualifications and any restrictions or limits should be clearly stated. A list of previous Scholars and references to or descriptions of their projects may be included.

**Liaison** A liaison is a member of the TUG Board of Directors, appointed by the Board, who is responsible for monitoring and otherwise maintaining the continuity of the Scholarship program.

**Project** A project is the sample of  $\text{T}_{\text{E}}\text{X}$  input and output submitted by a candidate as demonstration of  $\text{T}_{\text{E}}\text{X}$  skill and knowledge; it is also the principal evidence judged by the Scholarship Committee as the basis for selection of the Scholar.

**Scholar** A Donald E. Knuth Scholar is a candidate whose project has been judged worthy of the Scholarship award by the Scholarship Committee. In these guidelines, use of the word “Scholar” in the singular is not intended to limit the scope to a single individual unless that is explicitly stated. The actual number of awards in any particular year is subject to funding, Board approval, and the existence of (a) suitable candidate(s).

**Scholarship Committee** The Scholarship Committee is the body which selects the Scholar from among the candidates. The Scholarship Committee comprises a core committee plus the most recent Knuth Scholar(s).

## 3 The Scholarship award

### 3.1 Purpose

The purpose of the Donald E. Knuth Scholarship is to encourage the development of  $\text{T}_{\text{E}}\text{X}$  skills and competency among support-level and other non-technical users, and to encourage these users to participate actively in the general  $\text{T}_{\text{E}}\text{X}$  community.

### 3.2 Frequency and number

One or more scholarships may be awarded in any year in which a TUG general meeting (an annual or international meeting) is held. However, award of the scholarship in any given year is not required; this may be influenced by several factors:

1. Availability of funds;
2. Judgment of the committee as to whether there is a candidate worthy of the award;

3. Timely announcement of the competition, to assure openness.

### 3.3 Nature of award

The intent of the award is to permit the successful candidate to attend the annual or other major TUG-sponsored meeting without concern for how to pay for it.

If only the annual meeting is held in the year of the award, the Scholar will be expected to attend; in addition, the Scholar is also entitled to attend one short course or seminar, of his/her choice, that is held in conjunction with the annual meeting. If more than one major TUG-sponsored meeting is held in the year of the award, the Scholar may choose which meeting to attend, as well as one short course or seminar held in conjunction with the chosen meeting.

### 3.4 Amount of award

Fees for the meeting and short course or seminar, excluding that portion representing meals or events for which an extra fee is generally required, are to be waived, and not counted in the amount of the award.

The amount of the award should be sufficient to pay for round trip travel and living expenses associated with the meeting and the short course or seminar.

A ceiling may be placed on the amount of the award by the TUG Board of Directors.

The nature and amount of the award, as well as any ceiling or other limitations, are to be specified in the first announcement, the information brochure, and other announcements as appropriate.

## 4 Schedule and publicity

### 4.1 Development of the schedule

The schedule of the Scholarship program shall follow a roughly annual cycle, beginning with the appointment of the committee at the annual board meeting and continuing through the announcement of the Scholar at the next annual meeting and publication of the Scholar's identity and (optionally) some account of the project in a succeeding issue of *TUGboat* and/or *T<sub>E</sub>X and TUG News*.

The schedule shall be developed as soon as possible after the annual TUG meeting by the Scholarship Committee and the liaison in coordination with the committee for the next annual meeting and with help from the TUG office.

The following dates are to be included in the schedule:

1. Publication of first announcement;
2. Deadline for receipt of submissions;
3. Period during which judging will take place;
4. Date on which the winner will be notified;
5. Date(s) of the next annual TUG meeting and other eligible meetings (if any).

Suggested scheduling guidelines are given in Appendix A.

## 4.2 First announcement

The schedule shall be announced in the first issue of *TUGboat* that appears following the annual meeting; this may be either the issue containing the proceedings of the annual meeting or a regular issue.

The announcement shall state the purpose of the Scholarship competition. It shall identify the current Knuth Scholar, the names and affiliations of the Scholarship Committee members, and the address to which applications should be submitted.

The announcement shall also describe the qualifications for candidacy, the form of the project to be submitted, and any other information that is required for a candidate to be considered.

A sample first announcement appears in Appendix B.

## 4.3 Other announcements

A summary announcement, containing at least the schedule and a reference to the full announcement in *TUGboat* shall appear in the first available issue of *TeX* and *TUG News*. Other information suitable for inclusion in this summary announcement includes: the name and affiliation of the most recently named Scholar; the names of the Scholarship Committee members; the address to which inquiries may be sent.

All relevant Scholarship deadlines shall be listed in the calendar which appears regularly in *TUGboat*.

Announcements of the annual meeting shall incorporate at least a reference to the Scholarship, or full details if possible.

Stand-alone announcements shall be prepared and circulated via other TeX-related media, including TeXhax, TeXMag, TeX-euro, Info-TeX, `comp.text.tex`, and, subject to approval by their officers and/or editors, the electronic or printed media of other TeX user associations.

An information brochure containing the text of the first announcement and additional information shall be prepared for distribution by the TUG office in response to inquiries.

**bb: 12Nov92**  
There was no mention in the announcement of TUG93 in *TUGboat* 13, no. 3; liaison should communicate with conference committee on this point.

# 5 Announcing the award

## 5.1 Notification of the award

The Scholarship committee shall notify the liaison and the TUG office of the identify of the Scholar no later than the last day of the judging period. Specific procedures are given in section 10.4.

The liaison, office, and Board members shall not reveal the identity of the Scholar prior to the public announcement.

## 5.2 Public announcement

The first public announcement of the Scholar's identity shall be at the TUG annual meeting or at the meeting the Scholar attends, whichever is earlier; in any event, an announcement shall be made at the annual meeting. If the Scholar is attending the annual meeting, the certificate shall be presented to the Scholar during the regular awards ceremony. If the scholar is attending a different meeting, appropriate arrangements should be made for public presentation.

The certificate shall be presented by one of the following, in this order of preference, depending on availability:

1. The TUG President, jointly with the chair of the Scholarship Committee (if present);
2. The chair of the Scholarship Committee;
3. Another member of the Scholarship Committee;
4. A liaison;
5. Another member of the TUG Board.

### 5.3 Publication of the winning submission

Publication in *TUGboat* of either the submission itself or of a report describing it is encouraged. If the work is the subject of a paper being presented at a meeting whose proceedings will be published in *TUGboat*, or if an independent article describing the work is submitted to *TUGboat*, such an article should be identified by an editor's note as the basis for the Scholarship award. (See *TUGboat* 10, no. 3, page 407ff: Frank Mittelbach, "An environment for multicolumn output".)

## 6 Parties involved

Success of the Scholarship program depends on the smooth interaction between all the parties involved. These groups are

1. TUG Board of Directors
2. The liaison
3. Candidates
4. Scholarship Committee
5. TUG office

## 7 Procedures for Board of Directors

### 7.1 Selection of liaison

One or two directors, at the discretion of the Board of Directors, shall be designated as Scholarship Committee liaison.

### 7.2 Appointment and discharge of the committee

At its annual meeting, the TUG Board of Directors shall discharge the members of the committee that selected the current Scholar. At the same meeting, the Board shall approve the members of the core committee for the next cycle.

Core members may continue on the committee from year to year if willing and at the discretion of the TUG Board.

In a year when no Scholar is selected, the core committee and the most recent Scholar shall be reappointed unless the liaison reports that one or more of these individuals will not be able to serve for the next cycle; in that case, the liaison shall propose replacement(s).

### 7.3 Funding

The Board shall approve the budget for the Scholarship program.

Funds may be allocated from the general TUG budget. Alternatively, at the discretion of the Board, the liaison may be asked to seek independent sources of funding for the Scholarship.

**bb: 12Nov92**  
The budget for 1993 is the same as for 1992: \$2,000 for support of the Scholar's attendance at the meeting plus \$500 for committee and office expenses, provided from TUG funds. Total expenditures in 1992 were slightly less than the amount budgeted.

## 8 Procedures for the liaison

### 8.1 Selection of the committee

The first duty of the liaison shall be to sustain the membership of the core committee. In this function they shall

1. Seek out candidates for the core committee, obtaining advice from other Board members and T<sub>E</sub>X experts;
2. Determine whether potential candidates are willing to serve;
3. Present the names of the candidates to the Board for approval.

### 8.2 Assistance to the committee

The liaison, cooperating with the Scholarship Committee and the TUG office, shall develop a schedule for conduct of the next cycle.

The liaison shall assist the Scholarship Committee, when so requested, in preparing announcements and communicating with the TUG office and the Board.

The liaison, in cooperation with the committee, shall prepare the text for a brochure describing the Scholarship program, listing the qualifications, and giving more detailed information about the nature of suitable projects than is possible in the formal announcement.

### 8.3 Cooperation with the TUG office

The liaison shall assist the TUG office in developing the budget for the Scholarship program, and shall be prepared to answer questions about this budget at the Board meeting where it is presented for authorization.

The liaison, in cooperation with the TUG office, shall monitor the schedule to ensure that deadlines are met and that announcements are distributed as widely as possible and in a timely manner.

The liaison shall obtain information from the committee and provide it in a timely manner to the TUG office and to the *TUGboat* editor for publication; this shall include names and addresses of committee members, name of the committee chair, schedules, and (after the public announcement) the identity of the Scholar. Upon request of the *TUGboat* editor, the liaison shall prepare, or assist in the preparation, of announcements for publication. All such communications shall include the TUG office so that a record can be kept.

The liaison shall have responsibility for maintenance of these guidelines as necessary and appropriate, providing the text of additions and modifications to the TUG office and checking the newly updated document.

**bb: 12Nov92**  
With the changes in the TUG office, this will have to be confirmed with the new management.  
**bb: 12Nov92**  
Until the new office has a functioning system for maintenance of procedures, I (bb) am willing to maintain the "record" copy.

## 8.4 Reporting

The liaison shall make an annual written report to the Board of Directors; this report shall be provided to the TUG office no less than 3 weeks prior to the annual Board meeting so that it can be included as an information item in the agenda. This report shall include the information from the report of the Scholarship Committee; that information may be restated or the committee report may be included as delivered.

The liaison shall forward the committee report to the TUG office for inclusion in the archives. The report shall not be given wider distribution until after the public announcement of the Scholar's identity.

## 8.5 Funding

If requested by the Board, the liaison shall seek independent sources of funding for the Scholarship.

**bb: 12Nov92**  
Funding has been requested and granted by the Board since these procedures were drafted; timely request for inclusion of an item in the budget is suggested for this to continue.

## 9 Procedures for candidates

All candidates must meet specific qualifications, described below.

In addition, all required documents must be received at the designated location, usually the TUG office, no later than the published deadline.

### 9.1 Formal qualifications

A candidate for the Knuth Scholarship shall be both

1. An individual holding a job of an editorial, secretarial, or clerical nature, as determined by its job title and duties, and not holding a degree with a major in a technical, scientific or mathematical subject area;
2. A TUG member in good standing.

**bb: 24May91**  
It has been suggested that the type of occupation be made more liberal, to include, say, French teachers, typographic designers, even someone without a formal job. Opinions are solicited.

### 9.2 Submission package

A candidate's submission shall contain the following:

1. A letter announcing his/her intention to apply for the Scholarship, and stating
  - (a) Choice of meeting and short course;
  - (b) Affirmation of availability to attend that meeting and short course as scheduled and announced;
  - (c) Willingness to participate on the committee to select the next Scholar.
2. A *curriculum vitae* summarizing relevant personal information, including:
  - (a) Statement of job title and duties;
  - (b) Description of general post-secondary school education, T<sub>E</sub>X education (identifying courses attended, manuals studied, personal instruction from experienced T<sub>E</sub>X users, etc.);
  - (c) Description of T<sub>E</sub>X resources and support used by the candidate in the preparation of the project.
3. A project demonstrating the candidate's T<sub>E</sub>X knowledge.

### 9.3 The project

Each candidate shall submit a project that displays originality, knowledge of  $\text{T}_{\text{E}}\text{X}$ , good  $\text{T}_{\text{E}}\text{X}$ nique, and adherence to sound typographic standards.

An existing macro package, such as  $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$  or one created locally, may be the starting point for the project; in such a case, the candidate should make clear what part is the package, and what is original.

The committee may, at its discretion, restrict the nature of the project if that is desirable to limit submissions; however, any such restriction shall be described in the first announcement.

A brochure giving more information on what a project might consist of, perhaps with descriptions of previous successful projects, should be available from the TUG office on request by potential candidates.

### 9.4 Publication of Scholar's project

The Scholar is encouraged, but not required, to prepare a report or article describing the project for publication in *TUGboat*. Assistance may be sought from the committee and the *TUGboat* editorial staff.

## 10 Procedures for the Scholarship Committee

The duties of the Scholarship Committee comprise all functions relating to scheduling and judging the competition. These include

1. Developing the schedule, in conjunction with the liaison and the TUG office;
2. Assisting the liaison in preparing the text for an information brochure, to provide more specific information than can be included in most public announcements;
3. Judging the submissions and selecting the Scholarship winner;
4. Reporting to the liaison;
5. Reporting the identity of the Scholarship winner to the liaison and the TUG office.

### 10.1 Conduct of committee activities

As soon as the Scholarship Committee is constituted, they shall select their own chair from among the current committee members; alternatively, they may request that the liaison appoint the chair. In the first instance, the identity of the chair shall be communicated in a timely manner to the liaison.

The committee shall establish their own rules, procedures, and channels of communication, subject only to requirements and limitations stated in these guidelines.

### 10.2 Reimbursement of expenses

Routine expenses associated with the selection of a Scholar, including postage, telephone, fax, and similar, shall be reimbursed by the TUG office upon submission of an itemized claim accompanied by receipts or other suitable documentation.

### 10.3 Judging and selection

The Scholarship Committee may develop their own selection procedures, provided that they adhere to the guidelines in Appendix C.

### 10.4 Reporting the winner

Upon selection of the Scholar, no later than the last day of the judging period, the committee chair shall report to the liaison and the TUG office.

The committee chair shall write a short report identifying the Scholar and stating the committee's reasons for selection, or for deciding that no Scholar is to be named for the current year, and deliver it to the liaison. This report should be delivered early enough so that the liaison can include the information in their annual report to the Board of Directors. The report of the committee chair shall be forwarded by the liaison to the TUG office to become part of the archives, but it may not be given wider distribution until after the public announcement of the Scholar's identity.

The committee chair shall notify the TUG office of the identity of the Scholar, required for preparing the certificate of recognition and assisting the Scholar in making arrangements to attend the meeting.

At the committee's discretion, the formal notification to the Scholar may be prepared either by the TUG office or by the committee chair. In either case, it should be signed by the committee chair.

**bb: 24May91**

It has been suggested that, if more distinguished entries are received than Scholarships can be funded, perhaps an honorable mention category could be established, to be recognized with a certificate or similar token.

## 11 Procedures for TUG office

The TUG office shall provide general staff and clerical support in several areas.

### 11.1 General administrative support

The TUG office shall keep the liaison informed of activities involved with the Scholarship program, and shall seek assistance from them in the following areas:

1. Preparing the budget for both the Scholarship award and for expenses associated with the selection process;
2. Monitoring the schedule to keep track of deadlines;
3. Preparing the scholarship announcement for *TUGboat*, the annual meeting announcements, and other appropriate TUG mailings.

The TUG office shall be responsible for sending out the first announcement or for delivering the copy to the *TUGboat* editor and checking to ensure that it has been included in the first issue published following the annual meeting.

The TUG office shall assist in the production of an information brochure, containing text prepared by the liaison and Scholarship Committee. The office shall maintain a supply of these brochures and send them out in response to requests from potential candidates.

**bb: 12Nov92**

This function may be assumed by the liaison, if the office is unable to carry it out.

### 11.2 Committee support

The TUG office shall provide support to the Scholarship Committee in the following areas, as needed:

1. Receiving and logging incoming scholarship submissions; this should include
  - (a) Sending acknowledgement of receipt to candidates within 5 days;
  - (b) Checking submissions for completeness;
  - (c) Checking candidates' formal qualifications, and noting those which appear not to be admissible, to be confirmed or overruled by the committee chair;
  - (d) After consultation with the committee chair, notifying candidates whose submissions are incomplete, or whose formal qualifications are not admissible.
2. Separating the information that identifies a candidate from the *curriculum vitae* and the project, replacing it by a code that will permit identification after judging;
3. Copying coded submissions and distributing them to the committee;
4. Providing information as requested from the archives;
5. Notifying the Scholarship winner upon selection; the letter of notification shall be signed by the committee chair;
6. Reimbursing committee members for reasonable expenses on receipt of proper documentation;
7. Preparing the award certificate to be presented to the Scholar at the meeting, and delivering it to the presenter.

### 11.3 Support of the Knuth Scholar

After the committee has notified the Scholarship recipient of his/her selection, all communications regarding meeting participation shall be carried on through the TUG office. The TUG office shall be prepared to give assistance in the following areas:

1. Assisting with travel arrangements if requested;
2. Making hotel or dormitory reservations;
3. Reserving space in the selected short course or seminar;
4. Paying or arranging to reimburse the Scholar for eligible expenses.

For all Knuth Scholars, past and present, attending the annual TUG meeting, the notation “[*year*] Donald E. Knuth Scholar” shall be included on their name badges.

### 11.4 Archives

The TUG office shall maintain the archives of the Knuth Scholarship program. The archives shall include, but are not limited to,

1. Reports and records of Board and committee actions;
2. Submissions by Scholarship recipients, accompanied by the committee's analytical report;

3. Other candidates' submissions, at the discretion of the committee;
4. All relevant correspondence to and from liaison, committee members, Scholars, and the office;
5. Financial records;
6. Informational material deposited by the committee or liaison for future reference.

The office shall remind the liaison and committee, if necessary, to deposit their records in the archives, and shall provide copies of archival material to members of these groups and to the Board on request.

In general, requests from outside the group responsible for the conduct of the Scholarship program for copies of archival materials shall not be fulfilled without clearance from the liaison, and, in the case of unpublished material submitted by candidates, permission of the candidate who submitted it.

### 11.5 Maintenance of guidelines

From time to time, the TUG office shall receive from the liaison text for addition to or modification of these guidelines. Such text shall be incorporated into the guidelines file as appropriate, and an updated version of the guidelines returned to the liaison for verification. Updated versions of the guidelines must be approved by the Board; the TUG office shall submit an item to the Board agenda for such approval. After changes are approved, the TUG office shall distribute copies of the updated guidelines to the committee and deposit a record copy in the archives.

## Appendix A Proposed schedule

Dates are given relative to the start of the annual meeting/short course, which is assumed to be on Sunday. "Meeting A" is the meeting at which the Scholarship Committee is confirmed and initial planning takes place; "Meeting B" is the earliest meeting which the new Scholar could choose to attend.

In the event that a meeting other than the annual meeting is eligible for attendance by the Scholar, and that meeting occurs earlier than the annual meeting, the schedule shall be set in relation to the dates of the earlier meeting.

announcement ready for <i>TUGboat</i>	A + 5 weeks
earliest <i>TUGboat</i> delivery	A + 12 weeks
(submission preparation period)	(12 weeks, minimum; 20 weeks if B = A + 52 weeks; but see also "judging period" below)
submission deadline	B - 19 weeks
committee receives copies	B - 17 weeks
(judging and report writing period)	(8 weeks, minimum)
decision by committee and committee report to liaison	B - 9 weeks
Scholar notified	B - 8 weeks
report by liaison to Board (via office)	B - 3 weeks
start of short course	B - 1 week
final documents delivered to archive	B + 4 week

## A.1 Rationale

Sufficient time must be allowed between the time the Scholar is notified and the start of the meeting (including short course) in order to obtain the most favorable air fares. A 45-day lead time is assumed for international travel.

Quality judging requires time. A minimum of eight (8) weeks has been recommended to allow sufficient time for adequate committee communication. Additional time should be allowed if any committee member cannot be contacted easily (e.g. on account of geographical location or lack of access to e-mail).

## Appendix B Sample announcement

Text similar to the following is suggested for the announcement in *TUGboat*.

### Donald E. Knuth Scholarship

The *n*th Donald E. Knuth Scholarship was awarded this year to [*name of Scholar, position and affiliation of Scholar*]. The award included all expenses associated with attendance at the [*name of meeting*] and at the [*name of course*] which (followed/preceded) the meeting.

[*Credit for funding if any funds were provided by a non-TUG source.*]

[*Optional description of Scholar's interests and statement from Scholar.*]

The intent of the Knuth Scholarship is to encourage the increase of knowledge about T<sub>E</sub>X and to sharpen the T<sub>E</sub>X skills of non-technical users.

[*Optional statement from the committee describing the reasons for selection or highlights of the submission; reference to published submission or summary.*]

[*Thanks to the outgoing committee and announcement of the incoming committee.*]

### Announcement of the next competition

Up to [*how many*] Knuth Scholarship(s) will be available for award next year. The competition will be open to all [*next year*] TUG members holding support positions that are secretarial, clerical or editorial in nature. It is therefore not intended for those with a substantial training in technical, scientific or mathematical subjects and, in particular, it is not open to anyone holding, or studying for, a degree with a major or concentration in these areas.

The award will consist of an expense-paid trip to [*which meeting(s)*] and to the Scholar's choice from the short courses offered in conjunction with that meeting. [*Statement of cap on award, if any.*]

To enter the competition, applicants should submit to the Scholarship Committee, by the deadline specified below, the input file and final T<sub>E</sub>X output of a project that displays originality, knowledge of T<sub>E</sub>X, and good T<sub>E</sub>Xnique.

The project as submitted should be compact in size. If it involves a large document or a large number of documents then only a representative part should be submitted, together with a description of the whole project. For example, from a book just one or two chapters would be appropriate.

The project may make use of a macro package, either a public one such as L<sup>A</sup>T<sub>E</sub>X or one that has been developed locally; such a macro package should be identified clearly. Such features as sophisticated use of math mode, of macros that require more than "filling in the blanks", or creation and use of new macros will be taken as illustrations of the applicant's knowledge.

All macros created by the candidate should be well documented with clear descriptions of how they should be used and an indication of how they work internally.

All associated style files, macro-package files, etc., should be supplied, or a clear indication given of any widely available ones used (including version numbers, dates, etc.); clear information should be provided concerning the version of  $\TeX$  used and about any other software (e.g. particular printer drivers) required. Any nonstandard fonts should be identified and provided in the form of `.tfm` and `.pk` files suitable for use on a 300dpi laser printer.

While the quality of the typographic design will not be an important criterion of the judges, candidates are advised to ensure that their printed output adheres to sound typographic standards; the reasons for any unusual typographic features should be clearly explained.

All files and documents comprising the project must be submitted on paper; the input files should be provided in electronic form as well. Suitable electronic media are IBM PC-compatible or Macintosh diskettes, or a file sent by electronic mail.

A brochure with additional information is available from the TUG office. To obtain a copy, or to request instructions on e-mail submission, write to the address at the end of this announcement, or send a message by e-mail to `TUG@Math.AMS.com` with the subject "Knuth Scholarship request".

Along with the project, each applicant should submit a letter stating the following:

1. [*if more than one meeting is eligible,*] name and dates of the meeting he/she wishes to attend;
2. affirmation that he/she will be available to attend the meeting specified;
3. affirmation of willingness to participate on the committee to select the next Scholar.

Each applicant should also submit a *curriculum vitae* summarizing relevant personal information, including:

1. statement of job title, with a brief description of duties and responsibilities;
2. description of general post-secondary school education,  $\TeX$  education, identifying courses attended, manuals studied, personal instruction from experienced  $\TeX$  users, etc.;
3. description of  $\TeX$  resources and support used by the candidate in the preparation of the project.

Neither the project nor the *curriculum vitae* should contain the applicant's name or identify the applicant. These materials will be reviewed by the committee without knowledge of applicants' identities. If, despite these precautions, a candidate is identifiable to any judge, then that judge will be required to make this fact known to the others and to the TUG board members responsible for the conduct of the judging.

The covering letter, *curriculum vitae*, and all macro documentation that is part of the project input should be in English. (English is not required for the output of the project.) However, if English is not the applicant's native language, that will not influence the decision of the committee.

Selection of the Scholarship recipient will be based on the project submitted.

The following schedule will apply:

<i>date</i>	Deadline for receipt of submissions
<i>date</i>	Judging period

**bb: 12Nov92**

This paragraph was omitted from the 1993 announcement at the request of the office.

*date* Notification of winner

*date* Dates of meeting(s)

The Scholarship Committee consists of [*list of committee members and affiliations, identifying chair*].

All applications should be submitted to the Committee in care of the TUG office:

TeX Users Group  
 Attn: Knuth Scholarship Competition  
 658 North Main Street  
 P. O. Box 9506  
 Providence, RI 02940-9506  
 U.S.A.  
 email: TUG@math.ams.com

[*Signature of liaison*]

**bb: 12Nov92**  
 New address required

## Appendix C Some guidelines for selection

The following minimum guidelines shall be followed in selecting the Scholar.

A candidate's native language may be something other than English. This should not be allowed to influence the judging.

Although formal adherence to the qualifications for candidates will be checked by the office before submissions are distributed to the committee, the committee should review the *curriculum vitae* to ensure that the spirit as well as the letter is met.

Most candidates will not have technical backgrounds. The actual background should be confirmed by examining the *curriculum vitae*. Background, level of TeX knowledge, and availability of assistance should be taken into account when judging the level of the project.

The committee may determine its own procedure for judging. The following suggestions are intended to assist the committee.

1. Suitable criteria: originality, TeXnique, presentation, relevancy, aesthetics.
2. Method of review: each submission should be reviewed individually by each committee member, and comments recorded, before joint consideration.
3. "Grading", from high to low: outstanding, good, average, poor, unacceptable. Grading should be on each criterion separately, and, if possible, also overall. To qualify for consideration, a candidate's project should be better than average.

If the committee decides that no candidate's submission is of a high enough quality to merit the award, there is no requirement that an award must be made. Whether or not an award is made, the committee should prepare an analytical report supporting its decision, which can be used to guide future decisions.

**bb: 24May91**  
 rough draft —  
 comments welcome

## Appendix D Recipients of the Knuth Scholarship

Since the creation of the scholarship program in 1985, the following individuals have been named Donald E. Knuth Scholars:

- 1986 Jackie Damrau (funded by Kellerman & Smith)  
 Project: use of the  $\LaTeX$  picture environment to create a viewgraph presentation on combinatorial mathematics for presentation by a University of New Mexico math professor at a Canadian conference.
- 1987 Marie McPartland-Conn (funded by Personal  $\TeX$ , Inc.)  
 Doris Hsia (funded by TUG)
- 1988 Larry Sharlow (funded by ArborText)
- 1989 Frank Mittelbach  
 Project: An environment for multicolumn output. *TUGboat* 10 (1989), No. 3, pp. 407-415.
- 1990 Linda Williams  
 Project: a chapter of a book typeset for the author: Kupershmidt, Boris A., *Elements of superintegrable systems: basic techniques and results*. 1987. Dordrecht [Holland], Boston; D. Reidel Pub. Co., Norwell, MA; sold and distributed in the U.S.A. and Canada by Kluwer Academic Publishers. ISBN 9-0277-2434-2
- 1992 Jenny Smith  
 Project:

**bb: 24May91**  
 Descriptions of Scholars' projects prior to 1989 are being sought.

## Appendix E Chronology and change history

This is a record of approval dates and changes to these guidelines.

- July 13, 1991** initial Board approval
- November 16, 1991** addition (Appendix D) of project information for Jackie Damrau;  
 minor editorial adjustments to correct spelling or grammar
- November 12, 1992** update of Appendix B to incorporate text from 1993 announcement; insertion of comments from 1992 liaison to 1993 liaison dealing with relocation of TUG office and other possible changes.