

The Islamia University Bahawalpur

Department of Media Studies

COURSE OUTLINE

SUBJECT: Introduction to News Editing.

Class: MA 1st & 2nd

Mid Term: Marks 30

1.Defination of News Editing 2.Defination of copy editor 3.Duties of copy editor
4. Attributes of Good copy editor 5. Definition of News 6. Types of News 7.Types
of Editing 7. Structure of News Story 8.Process of Copy Editing 9. Role of Copy
Editor as Gate Keeper

Final Term: Marks 50

1.Re-Writing of News stories 2.Guiding Principles of Journalistic Translation
3.Signs of Editing 4. News Structure (Inverted Pyramid) 6.Dateline of news
6. Intro of News 7. Details of News 8. Guiding Principles of Copy Editing
9. Guiding Principles of Headlining 9.Practice of News Preparation 10. Practice
of Headlining 11. Practice of Copy Making

7

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MA 2nd Mid ,Subject: Introduction to Editing, Total Marks: 30, Time: 75 minutes

OBJECTIVE PART Marks: 10 Time: 10 Minutes

Name : _____

Roll No: _____

Q .1.(A). Fill in the blanks.

Marks: 05

1. Sub-editor is also called _____
2. Copy –editing is an art of _____ the journalistic material.
3. Components of electronic news room are 1. _____ 2. _____ 3. _____
4. There are two types of news room 1. _____ 2. _____
5. _____ editing symbol is used as closing sign at the end of the news story.

Q.1.(B). Please encircle correct choice.

Marks: 05

1. Reporter paints picture by words & sub-editor sharpens it .
2. Authentic information is assets, credibility & best defense of sub-editor.
3. Sub-editor is guard of language in Print & Electronic media.
4. _____ editing sign is used to insert any word in news
5. Sequence of news structure is 1.Details of the news 2. Intro.3.Dateline

T/F

T/F

T/F

T/F

T/F

SUBJECTIVE PART –Marks 20

Q.2. Please give short answers of the following.

Marks: 2*5=10

1. Explain art of copy editing.
2. Give FIVE editing signs with explanation.
3. Write a note on Electronic News Room
4. Explain briefly role of news room in news organization.
5. Describe role Copy-editor in media organization.

LONG QUESTION Marks: 10

Q.3. Please prepare a news for Urdu newspaper from the following news item.

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MA 2nd Final - Subject: Advanced Editing - Total Marks: 50- Time : 2 Hrs

OBJECTIVE PART Marks: 20 Time: 20 Minutes

Name : _____

Roll No: _____

Q.1.(A). Fill in the blanks. Time: 10 minutes Marks: 10

1. Sub-editor selects & perfects _____ received to media organization.
2. Copy –editing is an art of _____ the journalistic material.
3. Components of electronic news room are 1. _____ 2. _____ 3. _____
4. Line Editing is often used with the term of _____
5. Unverified ,ambiguous & doubtful facts _____ in news story.
6. _____ editing symbol is used as closing sign at the end of the news story.
7. Sub-editor should be sharp eyed _____ & _____ reporter.
8. Language of news story should be _____
9. News is _____
10. Translation of news should not be _____

Q.1.(B). Please encircle correct choice. Time : 10 minutes Marks: 10

1. Reporter paints picture by words & sub-editor sharpens it . T/F
2. Sub-editor performs his/her duties as gatekeeper in news organization. T/F
3. Authentic information is assets, credibility & best defense of sub-editor. T/F
4. Sub-editor is guard of language in Print & Electronic media. T/F
5. Use slugs or catch words on every page of the news story. T/F
6. News consists on slander contents. T/F
7. Plugging the holes is duty of copy editor. T/F
8. _____ editing sign is used to start new paragraph in news . T/F
9. News structure consists on this sequence 1.Details of the news 2. Intro.3.Dateline T/F
10. Double faced words or sentences are used in headlines of news story. T/F

SUBJECTIVE PART - Marks: 30 -

Q.2. Please give short answers of the following.

Marks : 7*2=14

1. Describe role of copy editor as gate keeper.
2. Give FIVE editing signs with explanation.
3. Write a note on Electronic News Room.
4. Sub editor should be .
5. Explain briefly role of news room in news organization.

6. Define Copy-editor.

7. Give inverted pyramid structure of news .

LONG QUESTIONS

Q.2. Describe guiding principles of professionally standard copy editing. (8)

Q.3. Please prepare a news for Urdu newspaper from the following news item. (8)

Introduction to Editing

Sub editing:

Sub editing is an art of selecting perfecting the journalistic material received from different sources of information. Sub editing is done by sub editor/copy editor in news room of any news organization from different sources like news agencies, reporters, Radio, T.V, monitoring press release, press note etc.

News room:

News room is a center place of any news organization where news are handled/prepared by copy editor, news room is a hub of news items received from different sources of news/ information. Thousand of news items are received daily in news room from different sources like news agencies, radio, press note, press conference. Different news pages of any news paper or news bulletins of radio and T.V channel are prepared in news room. For this purpose different desk are worked in news room like main desk, showbiz desk, commerce desk, sports desk, e.t.c. Agricultural page dozen of copy editors or work in news room on different test.

Types of news room:

There are two types of news room are working in Pakistan.

- (1) Traditional news room/manual.
- (2) Electronic news room.

(1) Traditional news room/manual.

Editing work of news stories is done manually in traditional news room. sub-editor/copy-editor edits/prepared news stories, headlines, caption and other journalistic material on paper by pen. Traditional new-room is commonly working in local/regional newspapers and also in some national newspapers in Pakistan. sub editor receives news stories on paper by reporters and edits these news on some paper.

(2) Electronic news-room:

Editing work is done on electronic screen by sub-editor in electronic news room. Sub-editor receives news stories on same video display unit/VDU. In electronic news room every type of editing work and page making is done on electronic screen.

Component of electronic news room.

There are four component of electronic news room

- (1) Video display unit (VDU)

Video display screen(VDS)

Video display terminal (VDT)

(2) Main computer server.

(3) Photo type setter.

(4) Page making.

➤ Guiding principles of copy Editing/News writing.

There are some guiding principles for doing professionally standard copy editing/news writing.

(1) Read copy carefully and do understand all facts of news stories.

(2) Do verify facts and figures from relevant and other sources, if necessary.

(3) Ambiguous unverified and doubtful facts should be avoided.

(4) Figures should be given very carefully because one wrong figure can change the real facts of the whole story.

(5) Double faced unethical, low taste words, heading, and pic, should be avoided.

(6) If necessary include background facts of news story specially in follow up stories.

(7) Words like yesterday, tomorrow, today, should be converted in correct days or dates.

(8) News should be consist of only on news worthy contents.

- (9) News should be concise and to the point, irrelevant, unnecessary, biased and slanted, propaganda material must be edited.
- (10) Language of news story should be simple, fluent and journalistic not literary.
- (11) News should consist on short sentences, repetition, of words and facts should be avoided.
- (12) Language and ^function of news and headline should be correct grammatically.
- (13) Use proper and suitable words in news story for successful communication of facts.
- (14) News should be structured according to specific new structure (Date line Intro detail' into is summary than details.
- (15) News should be written on one side of the page and proper space should be left in start between the line, right and left side of the matter.
- (16) Instruction slugs and symbols should be given clear with matters.
- (17) Headline should be written on separate pages with clear specification of Columnwise widths, point size and page number.
- (18) Do convert foreign measures currency rates into local measure and currency rules if necessary.
- (19) Rewrite news story if necessary.
- (20) Use catch words or slugs on every page of the news story.
- (21) References and quotes should be correct and verified/ verification.

- (1) Information.
- (2) Provide facts.
- (3) Breaks news.
- (4) Educates the public.
- (5) Shapes public mood.
- (6) Exposes flaws in police.
- (7) Highlights issues for public.

*** NEWS ***

News is an objective report of any event, incident or issues in which public interest is present or about which public want to know is called news.

News objectives

- | | |
|------------------|-----------------|
| (1) Information. | (4) Entertains. |
| (2) Educates. | (5) Confirms. |
| (3) Exposes. | |

News does not

- (1) Mis information.

7) Awareness of press laws and ethics.

8) Objectivity.

9) Passion of accuracy.

10) Good memory.

11) Good observation.

Intro

Intro of any news stories consist on summary of news or climax of the news results of the news main features of the news. Intro is given in the start of the news stories after date line. Intro narrates the main and important facts of any news stories. There are two parts intro 1 Date line 2 Summary of the news. Date line consist of two parts place and source of the news.

A reporter is not

(1) An analyst or and opinion giver

(6) An advocate.

(2) A PR (public relation) person.

(3) A crystal ball gazer.

(4) A policy maker.

(5) A missionary.

*** A reporter is somebody who ***

(2) Mis represent.

(3) Distort.

(4) Advocate.

(5) Slander.

(6) Give the reporter's.

★
✓ "Sub editor should not"

(1) Sub-editor ~~should~~ are unsung heroes of newspaper men behind the gun.

(2) sub-editor should be keen reader.

(3) A sharp eyed proof reader.

(4) A part time reporter.

(5) Lay-out master.

(6) A Consummate copy-editor.

THE DIFFERENT TYPES OF EDITING

Terms in editing can be confusing to a new author, especially because the terms are often used interchangeably and may have different meanings within the industry. However, here are the most widely accepted terms and their meanings. When hiring an editor, always speak to him or her about exactly what the editing includes.

COPYEDITING

Copyediting, commonly called line editing, is a light form of editing that applies a professional polish to a book. The editor reviews your work, fixing any mechanical errors in spelling, grammar, and punctuation. Copyediting is the least-expensive version of editing.

Some professionals divide copyediting and line editing into two separate edits, copyediting being the lighter, grammar-only edit, and line editing being a more intense look at each sentence's meaning. Always clarify with your editor what is included in his or her copyedit to be sure.

LINE EDITING

Line editing is often used interchangeably with the term copyediting. However, when it is distinguished from copyediting, it refers to a unique edit that falls between copyediting and developmental editing in intensity. In line editing, the editor looks at your book line by line and analyzes each sentence. The editor

considers word choice and the power and meaning of a sentence. The editor considers syntax and whether a sentence needs to be trimmed or tightened. Line editing helps to make your prose sing.

MECHANICAL EDITING

Mechanical editing refers to the application of a particular style, such as The Chicago Manual of Style or Associated Press (AP) Style. The editor looks at punctuation, capitalization, spelling, abbreviations, and any other style rules. Mechanical editing is sometimes included in copy editing.

SUBSTANTIVE EDITING

Substantive editing considers a work's organization and presentation. It involves tightening and clarifying at a chapter, scene, paragraph, and sentence level. Unlike developmental editing, which covers the big-picture issues and deep-level restructuring, substantive editing deals with the actual prose. Substantive editing is sometimes referred to as line editing and can also be confused with developmental editing. Always check with your editor and put in writing what his or her services cover, regardless of the term used.

DEVELOPMENTAL EDITING

The developmental editor looks deeply at the organization and strength of a book. Think big picture. The editor considers everything from pacing to characters, point of view, tense, plot, subplots, and dialogue. Weak links are

Definition of Sub editor?

Sub-editor/Copy Editor

✓ Is a journalistic worker of any news organization who checks, select, journalistic materials publishable journalistic item which received from different sources of news of news. Sub editor is the guard of language. Sub editor is also called copy editor, copy taster back bone of newspaper and unsung hero.

Sub editor

- Selection of news
- News material
- Facts and figures true
- Use of simple language.

Duties of sub editor

- Selection of news — *Determination of news value*
- Verification of news — *Correction & improvement of language*
- Elimination of irrelevant material — *To maintain objectivity*
- Correction and improvement of language
- Conversion of news according to news structure
- Radio t.v monitoring
- Proof reading
- Headlining
- Page making
- Translation

Sub editor.....

Keep

- Sub editor should be a reader, a sharp eyed proof reader, part time reporter and layout master
- Sub editor should know that his/her job is more critical then reporter because they finally make a newspaper page

Subeditor job is to...

- Edit and improve the language of reporter copy.
- Change and improve structure of news stories if needed
- Cross check facts and figures
- Ensure the objectivity of facts of news
- Kill, reject, return, stories when they have good reasons
- Give guideline to reporter and how to write the story and help them plugging the notes holes

Subeditor job is not to...

- Edit for sake of editing
- Destroy the readable story by making unnecessary change it.
- Complain^e the language of the story
- Temper with facts that the reporter guarantee is correct
- Make substantive change in the copy without consulting reporter when he is accessible

- The soul of subeditor job is R and R restructuring and rewriting
- Kill, reject, reporter copy without ^{mentioning} the reasons for it

Rewriting

Rewriting of news story is a job of subeditor. ^{Rewriting} for a competent subeditor, ^{Re} the writing means to shorten and tighten a loose and long report. It also means he / she to correct the language by removing grammatical ^{errors}.

Mistakes and other errors to make it more readable

Process of sub editing

- Selection of news
- Removal ^{of} unnecessary material
- Improvement and collection of language
- Check for accuracy
- Headlining
- Page making

News room.

Is a ^{central} ~~center~~ place of any news organization where news are handled subediting work is done in newsroom by subeditor.

^{and subediting is done} Hundreds of news item received in news room from different source of news daily. The sources of news or news room are staff reporter, news agencies, ^{Radio} ~~video~~ TV monitoring press release and handout etc. subeditor convert received raw material into publishable news item (journalistic material by editing process)

News pages of any organization and news bulletins of any radio, TV channels ~~bulletins~~ are prepared in any news room. There are different news desk in newsroom like main desk, city desk, sports desk, foreign desk, commerce desk etc..

These are two types of news room

- Traditional news room
- Electronic news room

Traditional newsroom

Subeditor ^{work} is done manually in traditional news room pen and paper are used in ^{editing} traditional news room reports are received on paper and subeditor also done their work on paper.

Electronic news room

^{in electronic nr.} Subediting and reporting are done on electronic devices. all reports are received on central computer of news room from different reporters and correspondents











Components = 1 video Display Unit / video display screen / video display
 main computer Server. phototype ~~setter~~ . Page making desk.

Definition of intro?

Sub Editing BS5th
DR Wajid..

is the summary climax, main feature or result of the news. It is given the ^{start} short of the news, date line is the first part of intro 5 W's and one H

Symbols of Editing ...

- 1- To insert a word, sentence or paragraph ()
- 2- To join words ()
- 3- To start new paragraph ()
- 4- To spelled out complete ()
- 5- To write in abbreviation ()
- 6- To spelled out complete ()
- 7- Bs 5th is not a good class .. to delete and eliminate any word or paragraph ()
- 8- 420... four hundred and twenty ()
- 9- Fourteen ... to be change in figure... 14 ()
- 10- #... closing sign ()

Qualification / qualities / Attributes of subeditor and reporter

There are some attributes re required to do sub editor / reporter for doing professionally copy editing / reporting

1. News sense (Basic qualification)
2. Wide knowledge
3. Acquaintance with current affairs
4. Decision power
5. Command over language (linguistic mastery)
6. Awareness of press laws and ethics
7. Communication skill
8. Headlining (for subeditor)
9. Art of relationing (for reporter)
10. Good memory
11. Awareness of editing symbols
12. Objectivity

7

Guiding Principles for journalistic Translation

There are guiding principles for translation of journalistic material. Journalistic translation is different from literary translation.

- Journalistic translation should not be ^{word to word or} sentence-wise. It is according to requirement or theme of the news story.
- ✓ News structure should be ^{maintained} mentioned during the process of translation.
- ✓ Main news sense and facts must be maintain during translation process.
- Abbreviations should be given in detail in a urdu newspaper to facilitate the readers.
- Names of unknown cities should be replaced into the name of country.
- ✓ Technical terminologies of different knowledges should be converted into newspaper language if possible.
- Translation of news story should be according to the requirements of relevant language of newspaper.
- ✓ Don't give paragraphs in urdu news stories during translation.

What is rewriting ✓

Rewriting of news stories mean re-production of news items. It is part of copy editing not a separate job. *Rew-writing is done due to following reasons*

- When editing or correction is not possible on same page.
- News story is not constructed according to specific news structure.
- Language of news story is sub-standard, low taste r non journalistic.
- News story is not according to the policy of newspaper.
- Print of news story is not clear.
- News is taken from Telephone, Radio, TV, Monitoring desk in the shape of points.
- When facts of an event receive from different sources and copy editor have to proper *prepare* story from all report of different sources,
- When a news story is prepared by translation from other language.
- When a news story is lifted from other newspaper or magazine.
- When a follow up news story is prepared with background facts.