



DAR ES SALAAM SCHOOL OF JOURNALISM

MODULE NAME:	EDITING FOR PRINTING MEDIA
MODULE CODE:	JST 06103
DEPARTMENT:	JOURNALISM
MODULE LEVEL:	NTA LEVEL 6
MODULE SEMESTER:	SEMESTER ONE
TUTOR'S NAME:	REMMY VALERIAN AKARRO



OUR MOTTOR: MEDIA FOR DEMO



COURSE DESCRIPTIONS

- ❖ The course deals with the concepts and processes of news editing.
- ❖ Also covers the basic editorial set-up of a daily newspaper organization.
- ❖ The students will learn what goes into the news room.

OBJECTIVES

- ❖ To learn the concepts and processes of editing
- ❖ To know the basic editorial set-up of a daily newspaper organization
- ❖ To learn what goes into the news room
- ❖ To deal with the basic functions of the news editor and others like the Chief Reporter & Other Reporters, Correspondents, Stringers, Freelancers.
- ❖ To know the Newspaper Make-Up process
- ❖ To learn the Language Skills for the Desk



MODULE CONSIST OF EIGHT (8) TOPICS:

TOPIC 1: EDITING AND THE NEWS PROCESS

TOPIC 2: THE NEWSPAPER ORGANIZATION

TOPIC 3: PAGE MAKEUP

TOPIC 4 : NEWSPEPER DESIGN

TOPIC 5: DESIGNING SPECIAL PAGES

TOPIC 6: NEWS JUDGMENT

TOPIC 7 : HEADLINE WRITING AND LEAD CONSTUCTIONS

TOPIC 8 : PHOTOGRAPH AND ONLINE EDITING

TOPIC 1: EDITING AND THE NEWS PROCESS

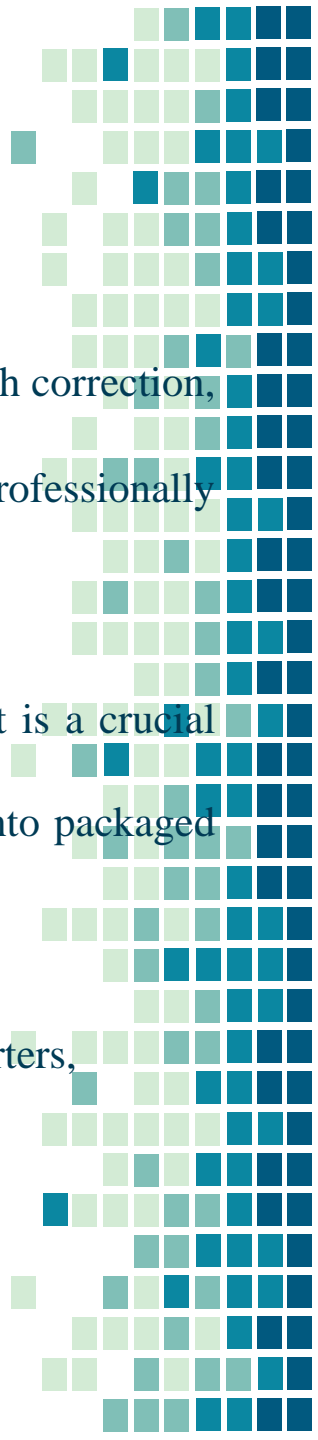
DEFINITION


Editing is the process of preparing language, images, or sound for presentation through correction, condensation, organization, and other modifications. A person, who edits, especially professionally or as a hobby, is called an Editor.

News editing is the journalism craft that involves news processing and packaging. It is a crucial part of the editorial process in which editors convert news reports and illustrations into packaged information.

News editing gives direction and meaning to the mass of text and art provided by reporters, photojournalists and graphic artists.

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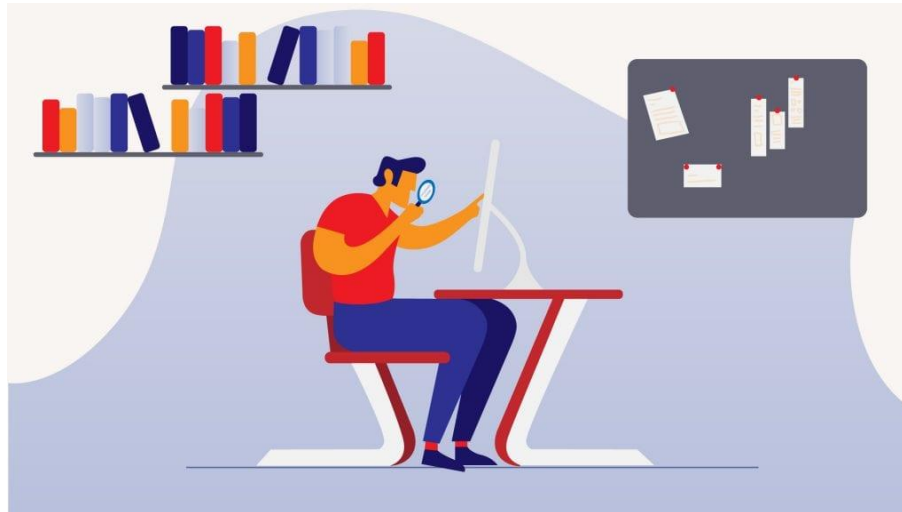


News editing is an outstanding part of the editorial process because it is the stage that prepares the sole newspaper product (i.e., information) for the consumer. If the press rolls out copies of thrash, the newspaper is well on its way to death. Editors ensure that stories are well-written and complete, without offending ethical and legal standards.

Therefore, Editing is the filtering stage of news processing to ensure that errors that slip through reporting do not escape the editors. As editors prepare copy and art for publication, they are continually selecting, rejecting, determining and arranging what is to appear in the publication

The Editor

The editor is not directly involved in information gathering. But, as a midwife, he helps reporters get delivered of their story ideas. The editor is not the one pregnant; he is helping the reporter to be safely and thoroughly delivered of their stories. As the baby remains genetically true to its parents, the story remains true to the report's intentions. The editor only ensures that it is so.



FOLLOWING ARE QUALITIES OF EDITOR:

- i. Evaluates the work of reporters, ensures they obey standard usages, and he designs effective news pages.
- ii. Filters news to ensure that only the appropriate information gets through to the reader. Errors of all kinds are barred from slipping through editing
- iii. Has a knack for detecting faults, and is hungry to detect them.
- iv. Remarks error whenever detected, and teaches reporters to care more about making writing free of strain
- v. Does not fetch the story, but stands in-between the reporter and the reader to help the former safely deliver story ideas to the latter.

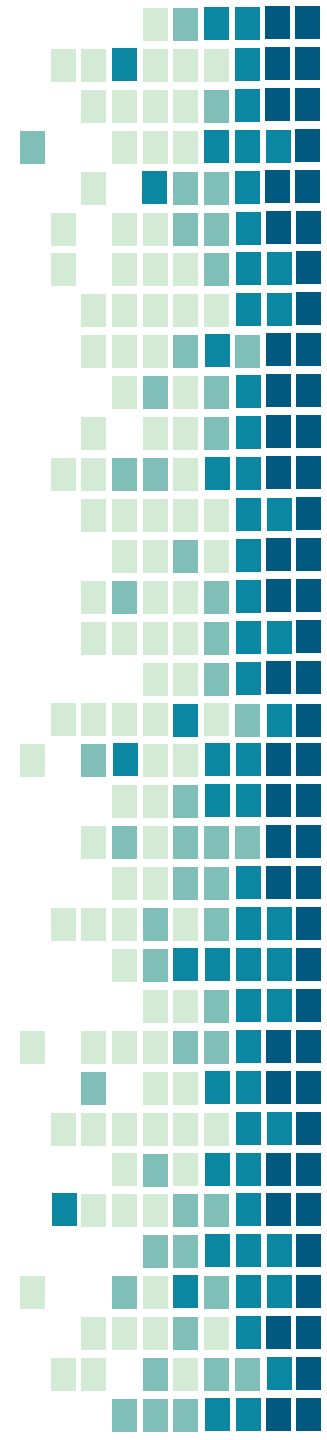


❖ **Adolfo Ochs, an expert in editing, says: The editor is the most important man on the newspaper**

A good sub-editor is one who improves an essentially well-written piece or turns a clumsily written one into, at the very least, a readable and literate article and at the very most, a beautifully shaped and effective essay which remains true to the author's intention.

THE SUB-EDITOR ROLES:

- i. Cares about language
- ii. Cares about clarity of thought
- iii. Has grace of expression
- iv. Is knowledgeable about the traditions of discourse and argument.



3.4. THE FIVE BASIC RULES OF EDITING

- i. To process any story the sub-editor ensures the length and style laid down by the News Editor is followed.
- ii. To mark the news copy with setting instructions so clearly and carefully that there is no possibility of confusion or misunderstanding in the composing room
- iii. To ensure that everything that needs to be checked has been checked, that is, names, places, titles, dates and anything else that could possibly be wrong.
- iv. To write a headline that fits
- v. To make sure, that the copy as edited is intelligible, easy to read and appetizing.

Rewriting where it is not necessary is simply a waste of time and in a newspaper organization; time is the most important factor. It is considered in bad taste as it is damaging to the morale of the reporter concerned and danger of committing mistakes is greater

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FUNCTIONS OF EDITOR

According to Westley (1979, p.2) editors have three main functions, namely creative, managerial and police functions.

Creative functions: the editor

- i. Judges the day's news and decides how to present it.
- ii. Compiles single stories from materials originating from a variety of sources.
- iii. Checks for errors and corrects faulty language: this demands sense of news judgment, story pace and story polish.
- iv. Writes headlines, captions and cut lines that are clear, vigorous, factual and as complete a summary of the story as possible.

A. Managerial Functions:

- i. He directs the work of art/graphic designers in photo selection and display
- ii. He is responsible for copy fitting
- iii. He keeps time copy and filler. Time copy is a story that is not easily perishable, which can be kept for future use (e.g., how to make a good home).

When it is used to fill up excess space, it is called filler. Fillers are usually small in quantity

B. Police Function:

The copy editor:

- i. Guards against libelous content
- ii. Assures objectivity (to guard public confidence),
- iii. fair play and good taste
- iv. Clarifies the news and makes it meaningful by improving the flow and correctness of language.
- v. He cares about:

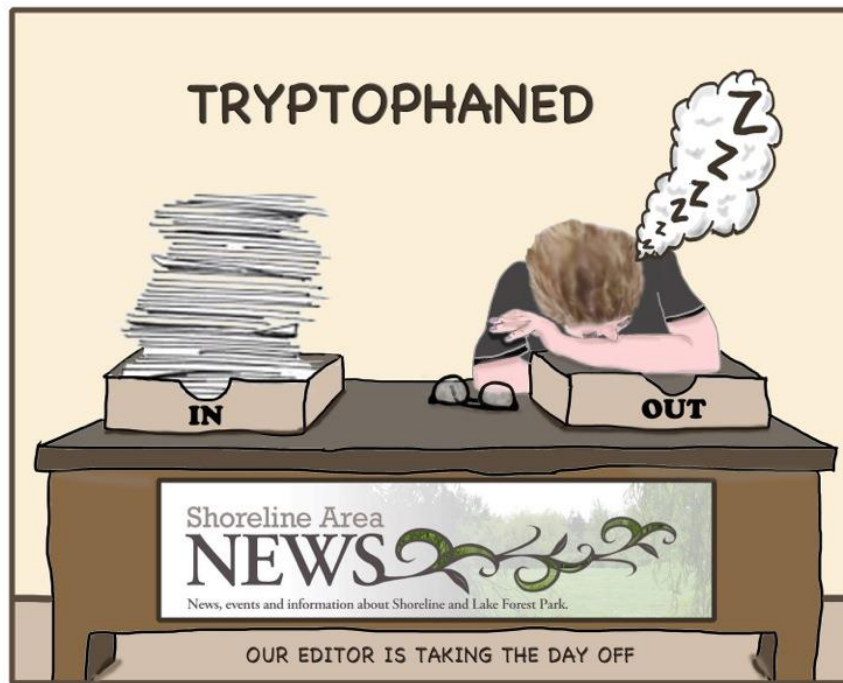
Spelling, Grammar, Sentence structure Style, Taste, Fact, Reportorial bias, Repetition,

Unnecessary detail, Overlooked facts, Incongruities, Advertising in disguise (puffery), Axe grinding

THE NEWS PROCESS

Reporters fetch their stories from assignments and type them at the computer. The stories are stored in a computer memory, from where they are called up by the copy editor, who edits and schedules them for publication. A story maybe discarded at this point (killed) if found unworthy of publication.

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Art & Cartoons by Whitney Potter

The size of newspaper.

Newspaper size determines the extent of the copy editor's duties. Some editors do all but report news. In some newspapers (large metro dailies), some editors handle only some kind of stories. Some small newspapers have universal desks (one or two copy editors for all manner of stories). Others have departmentalized desks or semi departmentalized desks (each desk with its own copy editor).

The news editor and the copy editor

The news editor supervises copy editors. In traditional newsrooms, he is the occupant of the hollow space: the U-shaped desk (horseshoe desk), from where he directs the work of copy editors. The hollow space is also called the rimor slot, for which the news editor or chief sub-editor or copy

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DESK CHIEF

Person who stays there is called the rim man or the slot man. In some cases, the news editor makes decisions subject to the approval of the managing editor. He supervises a “copy-desk chief” who is in the slot but not empowered to make decisions beyond rather routine level. The news editor receives a story when it first (or via the city editor) reaches the organization from a reporter. He does the following:

- i. Judges the news value
- ii. Assigns headline size and style
- iii. Decides story placement
- iv. Passes down the story to one of the copy editors for actual copyediting.

News text editing


- i. Improving on news text and writing headlines
- ii. Proofreading, fact checking, grammar checking, spell-checking—usually done by entry-level copy editors
- iii. Editing for style and content
- iv. Editing briefs—briefs are tightly edited stories of two or three paragraphs from local reporters as well as national and global news wires. Briefs are getting popular because readers like them and that's the style on websites.

Design and layout editing:

Creating pages, graphic displays on World Wide Web pages, photo and outline writing, laying out pages with copy, headlines and art

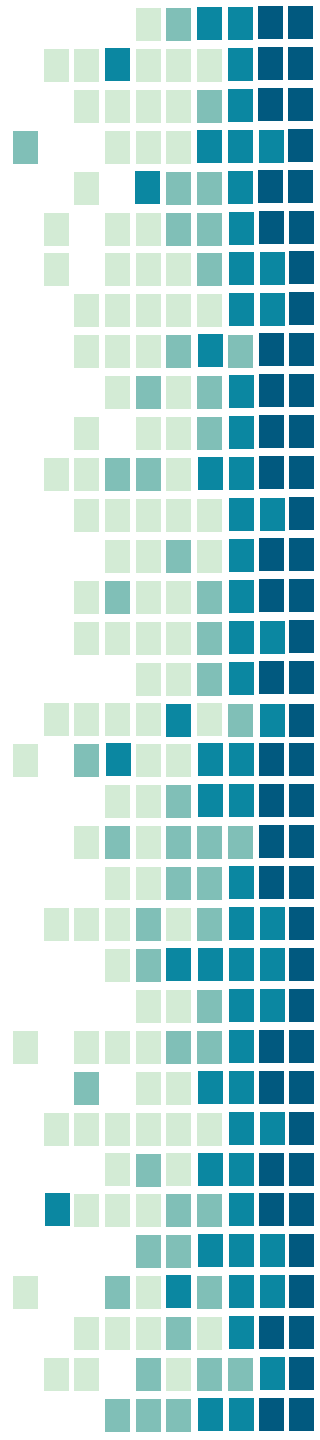
EDITING AN ARTICLE:

1. Cut long sentences in two many long sentences are grammatically correct
2. Axe the adverbs (a.k.a. -ly words)Adverbs weaken your copy because these excess words are not truly descriptive.
3. Stick to one voice Sometimes it's necessary to use both first and second person, but that can be jarring for readers.
4. Remove extra punctuation A powerful hyphen here and a thought-provoking semicolon there can be effective.
5. Try really hard to spot instances of “very” and “really” This is a very difficult one to remember.“
6. Reduce prepositions though prepositions (of, in, to, for, etc.) are helpful little words; they make sentences more lengthy because they cannot stand alone

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7. Replace “thing” with a better word Usually when we write “thing” or “things
 8. Try really hard to spot instances of “very” and “really” This is a very difficult one to remember
 9. Make your verbs stronger
 10. Nix “that” In about five percent of your sentences (total guess from the grammar police), “that” makes your idea easier to understand
 11. Use contractions Which sounds more personable: I am heading to the market that is close to my house,
 12. Check your commas with that and which When used as a descriptor, the word “which” takes a comma. But the word “that” doesn’t.
 13. Steer clear of the ing trap “We were starting to ...” or “She was skiing toward ...” Whenever you see an ing in your copy, think twice about whether you need it

Types of Editing: Which One Do You Need Right Now?

1. Developmental editing
2. Editorial assessment
3. Structural editing
4. Copy editing
5. Line editing
6. Proofreading
7. Fact-checking
8. Indexing
9. Formatting



WHAT ELEMENTS DO COPY EDITORS CONSIDER?

A copy editor examines and corrects the following elements in your work:

- Spelling
- Grammar
- Capitalization
- Word usage and repetition
- Dialogue tags
- Usage of numbers or numerals
- POV/tense (to fix any unintentional shifts)
- Descriptive inconsistencies (character descriptions, locations, blocking, etc.)



9 TYPES OF EDITING

1. Developmental editing

2. Editorial assessment

3. Structural editing

4. Copy editing

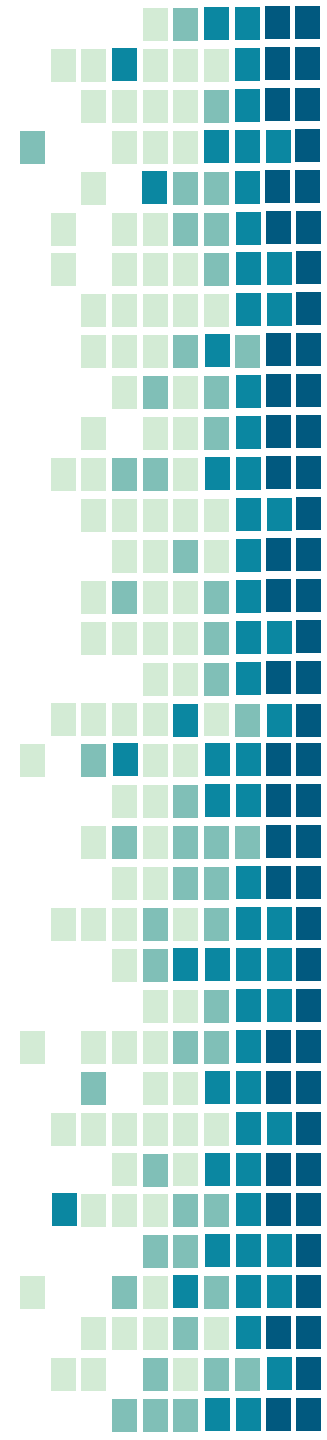
5. Line editing

6. Proofreading

7. Fact-checking

8. Indexing

9. Formatting



ASSIGNMENTS

1. What is editing?
2. Paint a portrait of the editor.
3. What are the police functions of the editor?
4. Why is the editor rated at par with a manager at times?
5. Explain the types of editing

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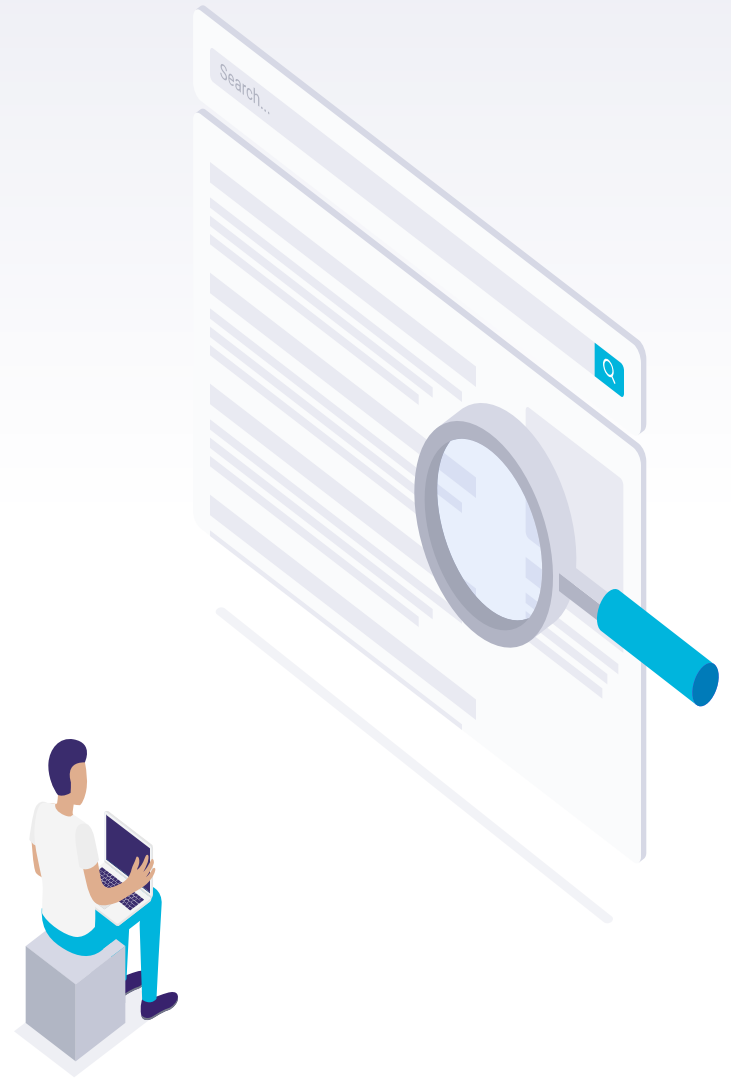
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CONTACT TUTOR IN CHARGE

THANK

Any
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questions?





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