

MODULE:**EDITING****CODE:****BAJH-3-1-09****Number of Credits:****4 semester credits / 6 quarter units****Stage:****Advanced Consolidation and Specialisation (III)****Theme :****Media Skills****Assessment weighting:****Project: 50%****Exam 50%****INTRODUCTION**

The editing of news stories is the most basic skill of print journalism. Whatever the vicissitudes of employment in the newspaper industry, a competent news editor or sub-editor will always be in demand.

SYLLABUS**What is a sub-editor?**

Sub-editing and Writers - traditional antagonists or an essential part of the publication process.

What makes a good sub, what good subs do.

The buck stops with the editor or the sub!

The seven virtues - accuracy, literacy, simplicity, order, brevity, fairness and legal safety.

Evaluating Copy

Rewriting, searching for the buried lead.

Re organising the story.

Clarification, when/if to call in the writer.

Us Vs European attitudes to facts, fact checking.

Copy Editing / Proof-reading

Copyreading, use of symbols, marking copy, marking in type unmixing metaphors, chasing out clichés, avoiding stereotypes. Checking for grammar, spelling, punctuation.

Checking for accuracy.

How to check, what to check.

Trimming, filling-out stories.

Eliminating verbosity.

Style sheets, consistency.

Verifying facts.

Use of colour.

Managing major re-writes

Headlining Captions, credits - Content, type selection

Playing up which "W", style, conciseness, adequacy.

Pulling a caption's weight, avoidance of clichés.

Rule in news, magazine, book, screen.

The Copy Desk:

How copy desks work; the requirements for good copyediting; allocation of news stories;

Concision in writing:

Types of sentence structure, (simple, complex, compound, loose, 'packed' etc.); use of active and passive voice; sentence parts; word usage,.

Avoiding writing errors:

Clichés repetition and redundancy in writing; confusion of tenses; weak sentence structures;

News Story structures:

Introductions; length; chronology; types of story: contrasting news stories and statement-opinion stories; storytelling technique;

Headlines:

Guidelines for writing good headlines, use of verbs and tenses; sub-headings; avoiding clichés in headlines writing;

Ethics and legality:

Libel and contempt of court; five rules of thumb for avoiding libel; the question of sources; social responsibility in editing work; ethics and sensationalism.