
Editing: Concepts & Processes

CAREER OPPORTUNITIES IN MEDIA WORLD

Mass communication and Journalism is institutionalized and source specific. It functions through well-organized professionals and has an ever increasing interlace. Mass media has a global availability and it has converted the whole world into a global village. A qualified journalism professional can take up a job of educating, entertaining, informing, persuading, interpreting, and guiding. Working in print media offers the opportunities to be a news reporter, news presenter, an editor, a feature writer, a photojournalist, etc. Electronic media offers great opportunities of being a news reporter, news editor, newsreader, programme host, interviewer, cameraman, producer, director, etc.

Other titles of Mass Communication and Journalism professionals are script writer, production assistant, technical director, floor manager, lighting director, scenic director, coordinator, creative director, advertiser, media planner, media consultant, public relation officer, counselor, front office executive, event manager and others.

INTRODUCTION

The book deals with the concepts and processes of editing. The book will also cover the basic editorial setup of a daily newspaper organization. The students will learn what goes into the news room. The book also deals with the basic functions of the news editor and others like the Chief Reporter & Other Reporters, Correspondents, Stringers, Freelancers. The book also tells the students about the sources from where the stories come and all the editing processes. Students will also learn the Language Skills for the Desk. Newspaper Make-Up process will also be covered in the book.

INDEX

Editing: Concepts & Processes

PART I

- | | |
|--|-------|
| 1. Introductory: | 9- 14 |
| 1.1.MEANING CONCEPT, OBJECTIVES & SCOPE OF EDITING | |
| 2. Basic Editorial Set - Up Of A Daily: | 14-21 |
| 2.1 Position of Editor | |
| 2.1.1 Chief editor Managing editor | |
| 2.1.2 Editors | |
| 2.1.3 Assistant Editor | |
| 2.1.4.The Editor (ED) | |
| 2.1.5 The Resident Editor (RE) | |
| 2.1.6 . Su bEd i t o r | |
| 3. Editorial Set- up of a Magazine | 21-25 |
| 4. Into The Newsroom: | 25-27 |
| 4.1 Role of the News Editor | |
| 5. Editing Desk v/s Reporting - Section: | 27-33 |
| 5.1. Reporter v/s Correspondent | |
| 5.2. Photojournalism | |
| 6. Working of the News - Room. | 34-56 |
| 6.1 Co-ordination Process | |
| 6.2 Advertisement Department. | |
| 6.3. Mechanical Department | |
| 6.4. Editorial Department | |
| 6.5. Four major Printing Processes | |
| 7. Sources From Where Copy Comes | 50-53 |
| 7.1 New Bureau & Agencies) | |
| 8. News Evaluation: | 53-57 |
| 8.1. What Makes a Story Newsworthy? | |
| 8.2. What Kind of Information is Newsworthy? | |
| 9. Editing Processes | 58-69 |
| 9.1 An Overview | |
| 9.2. Guidelines for rewriting, revising and some basic principles of editing | |
| 9.3 . e d i t i n g & C o r r e c t i n g E r r o r s | |
| 9.4.What is an Editorial? | |
| 9.5. Structure of an Editorial | |
| 9.6. Reading Proofs | |

