# UNIT – 6 : EDITING

## UNIT STRUCTURE


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## 6.1. LEARNING OBJECTIVES

After going through this unit you will be able to:

- define Editing
- explain the entire Editing process.
- describe the hierarchy of the Editorial Department
- explain the Significance of headlines
- narrate the concept of layout

## 6.2. INTRODUCTION

In the previous units, we have discussed news reporting and news writing. We will now be discussing Editing which is another important segment of news production. It is the final stage of processing and packaging the news for delivery to the target audience. In this unit we shall introduce you to the concept of news editing.

A person enters the journalism profession either as a reporter or as a desk person. While reporters are responsible for the collection of news, the desk is responsible for selection, editing and prioritization of news (placement and treatment of the news stories). In this unit we will discuss the editing desk and its functions.

Here, we shall discuss what news editing is, why editing of news is necessary and what principles are to be adhered to while editing news. We shall also learn about the news room set up in a news organization and the role and functions of the members of editorial department in the final presentation of news in a newspaper. So let us start with the concept of editing.

## 6.3 MEANING AND CONCEPT OF EDITING

Editing is the entire activity of presenting the news to the target audience. This entails taking care of all the details including brushing up the news items, checking their authenticity, presenting different angles of the news stories in a smooth manner, giving a headline and preparing an attractive layout for catching attention of the people.

Apart from Reporting, Editing is the other core function of the profession of Journalism, whether it is the electronic or print media. In Reporting, the reporter is responsible for the news stories he or she files, but the editing desk is responsible for the overall aspects of the news production. The editing desk is entrusted with the enormous task of looking after the flow of news from the sources including that of their own reporters, news agencies etc. The desk also plans for possible upcoming news stories, it coordinates and facilitates reporting from different places whenever needed. It keeps the language, style and grammar clear and simple and corrects errors whenever needed.

In simple terms, it can be said that while the reporters provide the raw materials for the news media, it is the editing desk which fine-tunes and prepares the raw materials into attractive finished products for the benefit of the people or readership.

We have already explained in Unit-II the concept of gatekeeping. The desk

is a major gatekeeper. There is a continuous flow of large number of news stories to the desk from various sources including those from the reporters and news agencies that are filed into any news organizations' office. The editing desk has to sort out the most important ones among them and arrange them in order of importance according to the organization's principles, policies, readers' interests etc.



**LET US KNOW**

**Some Interesting Definitions and Quotes**

- Editing is the artistic presentation of news to the readers.
- Editing is the able director behind a successful and popular feature film
- Editing facilitates creation of a high quality finished product with raw materials supplied by Reporting.
- Editing can be considered as the 'first among equals' in the field of journalism

## Process of Editing

Editing does not simply mean correcting grammar and language of the news stories originating from various sources. It is much more than that. The editorial office continuously receives hundreds of news stories and different reports on same event from different sources. Here the term news also includes other kinds of journalistic writings, such as, features, articles, film or art reviews/criticisms etc.

First of all, the news that fits into the newspaper's policy and principles are selected and are taken for the next phase of editing. And secondly, the news that holds immense importance for the readers and arouses their curiosity, even though they do not exactly fit into the newspaper's policy, but publication of which will not hamper its image or principles, is scanned for further consideration.

Once all the reports have been received in the editing office, the editorial personnel responsible for various sections, cells or divisions get down to

their work. The first step is the sorting or selection of news stories. This involves several considerations.

The selected news stories are then considered for further editing. Most of the news stories require certain amount of editing to meet the standards of language and style and in order to fit into the specified space. Every newspaper, radio or television channel has its own presentation style that has to be adhered to.

First of all – the reporter who has filed the report has already made first selection out of so many events in his or her beat or area of work. Secondly, in every segment, such as, politics, business & finance, sports etc there are a lot of events that occur every second hour and some of them are of continuing nature (for example elections, inflation etc.). It is the job the desk (in a daily newspaper a team of sub-editors headed by the chief sub-editor) to decide which of these news stories are of a publishable quality. Then the next step is to arrange them in order of importance.

The next phase is to edit the selected news stories observing various rules and regulations of the organization as well as the general principles of editing. This exercise includes checking for authenticity of information, to rewrite/ condense them if needed to change the orientation by reorganizing the points taken up by the reporter, thinking of a good and catchy headline and deciding the placement of the story in terms of page and display.

Arranging all the news stories into attractive layout is also the responsibility of the editing desk. This does require special skills and there are certain set standards and principles of lay-out and design but still every news organization follows a particular style and it is difficulty to frame common rules or formula. Typography and photo editing are the key elements of lay-out and design.

The chief sub-editor as the head of the editing desk assigns different news stories to different sub-editors for editing. The sub editor assigned to edit the news story decides to what extent it has to be edited. There may be some stories that may need to be rewritten. It happens when there are too many loose ends in the reporter's or other source's write up.

Not only this. The editing desk has to be ever prepared for emergency. This is because it may so happen that even after completing the day's editing

work and preparing the layout say at 10 p. m. some major story has broken up and it is so important that it may demand complete re-arrangement of the entire priority list of news items and a total re-organizing of the layout.

Again, the responsibility of the editing desk is not over here. In addition to all these activities, the editing desk must also do same advance planning for the forthcoming events. They must be able to foresee what is going to happen in the near and distant future and plan for the filing of news, features, articles etc.

So we see that every member of the editing desk has to be competent in written language particularly with knowledge of grammar, spellings, etc. Besides checking facts and figures, the desk must be able to find if there is anything wrong and inconsistent in the stories or write ups. Ability in quick and fast in decision-making is an added quality of a good editing desk.



**CHECK YOUR PROGRESS - A**

1. What is Editing?
2. How is Editing carried out in print media?

## 6.4 ORGANISATIONAL STRUCTURE OF EDITORIAL DEPARTMENT

The organizational set-up of a news room of every news organization is not exactly the same but still there exists certain hierarchy that control and supervises the process of editorial decision making and editorial management.

The hierarchy can be roughly described as follows:

- Editor
- Executive Editor
- Resident Editor/s
- Assistant Editors
- News Editor/s

- Deputy News-editors
- Chief Sub-editors
- Senior Sub-editors
- Sub-editors
- Trainee Sub-editor

In addition to the above hierarchy, there may be separate desks dealing with business & finance, sports, features, life style etc which may be headed by a person of the rank of chief sub-editor or news editor. Photo section is another independent desk soy is the lay-out & design desk which is generally assigned to prepare templates and especially given the responsibility for colored supplements

The City Desk if responsible for city/local reporting and is headed by the Chief reporter who is equivalent to chief sub-editor in rank followed by senior reporters, reporters and trainee reporters on the lines of editing desk in term rank.

Then there is a national news bureau headed by the bureau chief. It consists of special correspondents who are very senior journalists and are equal to assistant editor/ news editor in rank.

In a daily newspaper published from Delhi, the bureau is responsible for reporting on the national government and national politics while the city desk is responsible for reporting local events, Delhi government and state politics.

Apart from these editorial functionaries, every news organization has bureau offices in major cities and correspondents and part-time correspondents/ stringers in different places. The rank or seniority of the correspondents at regional/local level does not follow any pattern. It depends on the importance of the place.

Further, it is important to note that this arrangement is only a general one and every news organization may have its own hierarchy best suited to its own requirements and interests areas etc. So it may not be exactly the same for all the news organizations and may differ from one to other.

### 6.4.1 Functions

- An **Editor** (may be titled as Chief editor, News director etc.) is the person responsible for the overall control, supervision and management of the editorial department and he or she is also the key link between the management/owners and the editorial department of a news organization. The editor is responsible for upholding the editorial policies and has direct control over the editorials. In fact, editorials are written by a team of assistant editors headed by the editor and it is the editor who decides what stand has to be taken on the particular issue and an assistant editor is to write the views of the editor and not his or her own views. The articles that carry the names of the writers may carry independent views and such a writer can be, and generally is, one of the assistant editors.

  The Editor is responsible for the overall policy formulation and on crucial news issues he or she is consulted. The Editor is also responsible for legal complicacy or controversy which may arise out of the publication of any news story and even some advertisements.

- An **Executive Editor's** work is more related to the management and administration of the editorial department. He or she is responsible for the day-to-day functioning and activities of the news organizations. In most of the cases, he or she represents the editor and carries out instructions accordingly. While the editor is expected to provide the overall general leadership to the entire team of the reporters and editorial personnel, it is the executive editor who actually looks after the day-to-day work.

- **Resident Editor** is in-charge of an edition of the newspaper. It is more specific to those newspapers which are published from a number of places –multi editions newspapers. Each centre has a Resident editor who discharges the functions of the editor in terms of the day-to-day functions. The Resident editor is generally of the rank of assistant editor but it may be higher or lower depending on the newspaper and the place of publication.

- **Assistant Editors** are primarily responsible for writing editorials and articles. They are senior journalists who may also be put in charge of a specific page or a section. For example – a person may be the head of the page on foreign affairs, business and finance, educational, art and culture, features, women's issues, children's issues, rural issues, science and technology etc. At times, other editorial staff not exactly doing the job of opinion writing can also be designated as assistant editor because of their seniority.
- **News Editor** is normally a person who has long years of experience in news operations. News editor is responsible of news operations right from news gathering, editing and to news dissemination. Even though the reporters and to some extent any journalist is responsible for news, the news editor is especially responsible for making sure that all major news stories of the day have been covered and given suitable treatment/placement. In small organisations, the news editor may make all the decisions about what stories to cover and who will do the work. In larger organisations, the news editor may have a deputy, often called the chief of staff, whose special job is to assign reporters to the stories selected.
- **Sports Editor** hardly needs any explanation. It is better if the person has expertise in sports. He looks after sports news. Sports news have now acquired a new importance and at times they are also the major stories in the front pages or prime time TV news.
- **Chief sub-editor** is also a mid-level senior person in the organization who is normally put in charge of the desk for a specific shift. This person is responsible for directing his or her team of sub-editors for editing and bringing out editions of the newspaper. In news channel they are called producers and a shift in-charge may be of the rank of producer or associate producer.
- **Senior sub-editors** Senior sub editors are the link between the chief sub-editor and the sub-editor. Senior sub editor assists the chief sub-editor and also does the work of sub-editor.
- **The Sub editors** in a way are the foot soldiers of the news organizations. Their job is to concentrate on how the story can best

be presented to their audience. They are often called subs. It is this breed of people who actually carry out the practical job of editing the news, features, checking them for grammatical, factual corrections and authenticity under the watchful eyes of the senior people in the organization.

- **Trainee sub editors** are the people who are just starting their career in this field as an editorial people. They are to do the work of the sub-editor as a part of the training.
- **Feature writers** work for newspapers and magazines, writing longer stories, capturing a human or soft angle in the story, and giving adequate background information of the event. Some of the reporters are good feature writers but there are some journalists who can also be only a feature writer. Radio or television channels may have specialist staff producing current affairs programs - the broadcasting equivalent of the feature article and is generally called a producer.
- **Photo editor** is the person who is responsible for coordinating photographs of events, happenings thought to be worthy of being reported or published or broadcast. Photojournalists use photographs to tell the news. They either cover events with a reporter, taking photographs to illustrate the written story, or attend news events on their own, presenting both the pictures and a story or caption.

  In nutshell, the profession of journalism demands a great amount of team work. Journalists work in almost every sphere of life - gathering, packaging and dissemination the information in the format of news.

  Journalists are not specialists as such but they do develop some area of expertise. The journalistic specialization is more prevalent in big organizations while in small organizations it is not feasible as it requires greater resources. General reporters cover all sorts of news stories, but some journalists specialize in certain areas such as reporting sport, politics or agriculture.

  Specialist writers may be employed to produce personal commentary columns or reviews of things such as books, films, art or performances. They are usually selected for their knowledge about

certain subjects or their ability to write well. Again, small organisations may use general reporters for some or all of these tasks.

There are many other jobs which can be done by journalists. It is a career with many opportunities.

## 6.5 HEADLINES

Headlines are nothing but interesting windows to the news items in a newspaper or a bulletin. A headline serves the most important purpose of trying to attract peoples' attention to the particular news story by stimulating their interests to it. A headline has to be smooth, attractive, and must reflect 'urgency'. Whenever required, depending on the nature of the story, it can be given a comic / humorous touch to make it more attractive.

A lot of meanings and dimensions are added to the news if given a right kind of headline. News may be considered incomplete without a proper headline. A very drab story can also be made interesting by the use of a catchy headline. Similarly, a very important story may appear dull and unimportant if the headline is poor. When the readers hold the newspaper in their hands in the morning they simply scan through all the headlines on the first reading. Having done this, they go on to read the news stories which have the most attractive headlines. Because it catches their eyes at the first glance and arouse their interest to go through the entire story.

It is the headline that sells a story. This is one of the reasons the news organizations take special care to appoint staff who are skilled enough to write headlines. Headline writing is a combination of creativity, command over the language and a strong news sense. Not every news man has the skill of writing good headlines, despite having good grasp over other necessary skills in other streams of the journalism. Even a very efficient desk person, with all the credibility of perfect editing acumen, may not be able to sell a story by giving the brightest possible headline.

Also, a headline, apart from catching the attention of the readers, helps in telling them about the nature of the news story. It helps to tell the readers whether that particular news is important for them or not.

Further, the design of the headline is also important in the sense that it determines the importance of the story. Bolder or bigger the size of the headline, more importance it seems to carry.

Another very important function of the headline is that it gives a typographic relief to the readers as well as the paper. Or in other words it attempts to break the typographic monotony of a page and lend variety to the otherwise dull looking pages of the newspapers.

However, writing the headline is not an easy task. It takes years of experience and ample creativity on the part of the newsmen to hone this skill.

A few tips are:

- Normally a headline is written drawing from the information given in the first paragraph,
- Another important aspect in terms of construction of a headline is that usually a noun precedes a verb, eg. DHAKA DENIS BAR "A ARREST BUZZ" (The Telegraph 15 June 2009).
- The copy editor should be able to capture the flavour of the story,
- Short, simple words should be used to write the headlines,
- Only single quotation marks should be used while writing the headline,
- It must fit into the allotted space, neither too long nor too short for the specific space provided for the headline,
- There are various types of headlines commonly used by the news organizations,

## 6.5.1 A few types of headlines

- **KICKER**

  When two important pieces of information are to be carried in the headline, then the headline is broken into two sentences. The second line of the headline is apparently bolder and bigger in size. Above this there is another sub-ordinate headline which is half the size of the one below and also with different font style. It is called **kicker** or **eyebrow line** or **strapline.** It adds a new thought but does not repeat the words or information in the main line below. To add white space, the kicker is always underlined.




- **REVERSE KICKER OR HAMMER HEADLINE**

  As the name suggests, this headline is exactly the reverse of the kicker headline. Here the kicker over the line is set twice the size of the hammer headline below. Although the over line is bigger than the hammer, the hammer is still considered to be the main headline. This headline was originally used mainly in feature stories only, but now-a-days it is used for hard news stories as well.




- **SINGLE- LINE HEADLINE**

  When the headline contains just one sentence and extends along the same line only, then it is called a single-line headline. Look at the example given below

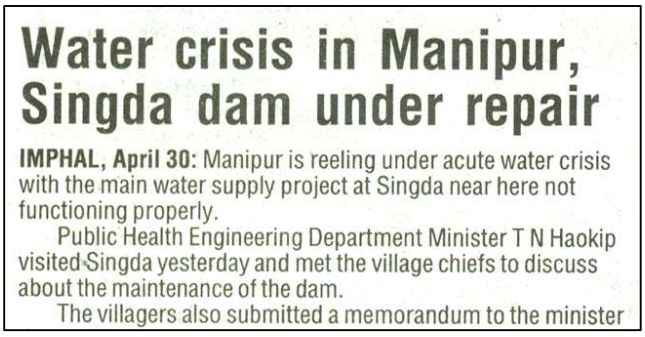


Govt apathy over forest protection flayed

By A Staff Reporter
GUWAHATI, March 25 – Opposition members in the Assembly today alleged apathy by the smugglers has been adding to the problems of rise in the riverbeds and man-animal conflict. But the Government officers are lacking in their commitment to their assigned responsibilities, he said.

- **DOUBLE- LINE HEADLINE**

  In case of some headline, the sentence extends to two lines. This type of headline is called the double-line headline.



**Water crisis in Manipur, Singda dam under repair**

**IMPHAL, April 30:** Manipur is reeling under acute water crisis with the main water supply project at Singda near here not functioning properly.

Public Health Engineering Department Minister T N Haokip visited Singda yesterday and met the village chiefs to discuss about the maintenance of the dam.

The villagers also submitted a memorandum to the minister

- **MULTIPLE LINE HEADLINE**

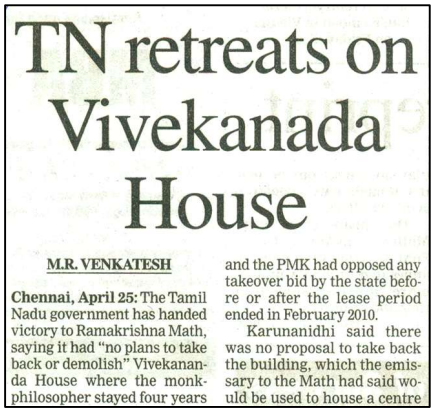
  When the same sentence extends to three lines or more, then it is called a multiple line headline as shown below.



Sino-Indian trade at Nathu La postponed

GANGTOK, May 1 – The annual Sino-India border trade at Nathu La, which was to be reopened today, has been postponed following the Commerce Ministry's communique to the Sikkim government, official sources said here.

"We have received a fax message from the Union Commerce



TN retreats on Vivekanada House

M.R. VENKATESH

**Chennai, April 25:** The Tamil Nadu government has handed victory to Ramakrishna Math, saying it had "no plans to take back or demolish" Vivekananda House where the monk-philosopher stayed four years and the PMK had opposed any takeover bid by the state before or after the lease period ended in February 2010.

Karunanidhi said there was no proposal to take back the building, which the emissary to the Math had said would be used to house a centre

- **FLUSH LEFT HEADLINE**

  When a single or multiple line headline is aligned to the left margin, it is called a flush left headline. The white space at the right is considered enhancing, because it allows "air" into the otherwise stuffy column spaces and makes it more pleasing to the eye. Flush left is the most commonly

used headline today. When in a flush left headline, every next line is longer than the previous one, it is called a **stepped headline**.



**Medicinal plant garden inaugurated**

From our Correspondent

BARPETA, April 28: In a financial aid provided by the Ministry of Central Forest and Environment Department in coordination with Assam Science Society a medicinal plant garden was inaugurated, to preserve the biodiversity here recently.

Ariyan Chandra Das, former principal of MC



**New HAKP committee formed**

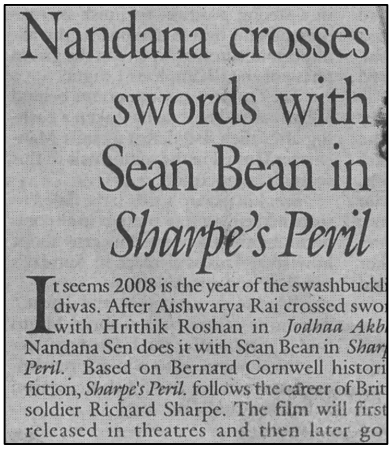
From our Correspondent

HATSINGIMARI, April 28: The oath taking ceremony of the newly formed committee of Hatsingimari Anchalik Karmachari Parishad (HAKP) was held in the Press Club, here yesterday.

The meeting was presided over by Abdul

- **FLUSH RIGHT HEADLINE/ REVERSE STEP HEADLINE**

  It is reverse of the flush left head. Here the lines are pushed against the right margin to create a stepped effect on the left. It is not a very commonly used headline.



Nandana crosses swords with Sean Bean in *Sharpe's Peril*

It seems 2008 is the year of the swashbuckl divas. After Aishwarya Rai crossed swo with Hrithik Roshan in *Jodhaa Akb* Nandana Sen does it with Sean Bean in *Shar Peril*. Based on Bernard Cornwell histori fiction, *Sharpe's Peril*, follows the career of Brit soldier Richard Sharpe. The film will first released in theatres and then later go

- **FLUSH CENTRE HEADLINE/ CENTRED HEADLINE**

  This is also a headline of more than one line where all the lines are centre aligned.



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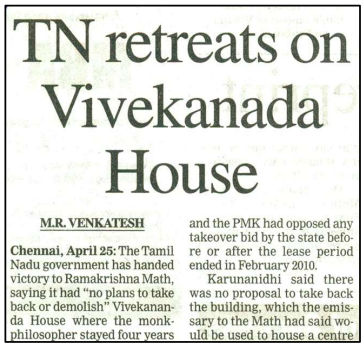


**Badrinath to open for visitors on May 9**

**DEHRA DUN, May 1:** A trip to the four most holy pilgrimages in Uttarakhand - the Yamnotri, Gangotri, Kedarnath and Badrinath, collectively referred to as the *Char Dham*, will now be costlier and

- **INVERTED PYRAMID HEADLINE**

  This is a headline style of three or four lines aligned centre, where each successive line is shorter than the one above. Its use is relatively less.



TN retreats on Vivekanada House

M.R. VENKATESH

**Chennai, April 25:** The Tamil Nadu government has handed victory to Ramakrishna Math, saying it had "no plans to take back or demolish" Vivekananda House where the monk-philosopher stayed four years and the PMK had opposed any takeover bid by the state before or after the lease period ended in February 2010.

Karunanidhi said there was no proposal to take back the building, which the emissary to the Math had said would be used to house a centre



**CHECK YOUR PROGRESS - D**

1. What is the importance of a headline in journalism?
2. What are the different types of headlines?

## 6.6 PAGE LAY OUT

In this age of stiff competition among publications, content alone is not enough to make a newspaper or magazine sell. Newspaper is today like any other commercial product and readers have to be lured into buying the product not simply by giving them good quality of content but also by packaging it in an attractive manner. That is why creating an attractive layout and ensuring attractive page make up for the newspaper is very important for any publication.

The layout is the look of the newspaper page. It is the blue print showing the placement of all the elements of the final product, designed to attract the readers and acquire a position in the market. It is the complete get up and personality of a newspaper. Hence, it is considered one of the most vital processes in newspaper production. Whether it is a newspaper or magazine, all publications give due importance to this aspect. Designers in some newspapers are very highly paid professionals. Many publications, particularly the big ones, have an art department where experts and art designers make up the pages with the help of sub-editors.

Preparing the layout of a newspaper is not an easy task as it involves many considerations operating upon the person making the layout. It involves judicious placement of news and pictures at the rightful places, so that the value of the news remains intact and pictures supplement and add credibility to the news. Laying out pictures is an art in itself and requires high degree of aesthetics. The right impact of a picture can be created only by the selection of the right picture, proper size, proper cutting and its proper placement within a page. As such, some publications even have picture editors at a very senior level. Layout also means usage of appropriate headline fonts and style so that the news items get properly highlighted. Placement of advertisements also comes under the purview of the layout artist, even though the positions of the advertisements are decided well in advance by the advertising department.



**Ear Panel:** Small box in the upper corner of a news page, usually on page 1.



**Anchor Story:** The news story (usually feature type) carried at the bottom middle position of the front page of newspapers. The position is called the anchor position.

Again, the layout of every page will not be the same. The layout of the first page will be very different from that of the inside pages as the first page will have some additional elements like the flag, ear panels, the anchor story, and in most newspapers, there is also a cartoon, the weather report, and brief news capsules/snippets. These elements will not be found in the inside pages. Again, the editorial page is also different from the rest of the pages. It has the editorial, letters to the editor and usually two articles. As such, the layouts will also be different.

For most readers, ease of reading is very important. No one likes to read a newspaper carelessly crammed with news and pictures. A good, well planned and well executed layout is also an indication of good and meticulously prepared content inside. For a publication which does not make the effort to present the newspaper properly will most likely do the same to the content inside as well. Again, when one buys a newspaper from the newsstand, he or she first scans the newspapers stocked in the newsstand. He or she would perhaps end up buying the one that stands out among the rest and which catches his attention first with an attractive, pleasant design with colours and variety and which, with all the constituent elements, still looks balanced and soothing to the eyes.

Another thing which a lay out designer has to keep in mind is the creation of enough breathing space in the pages. White space is very crucial to the look and readability of a newspaper. It not only makes the page look neat and elegant, but also makes it soothing to the eye and increases its

readability. Many newspapers ignore this aspect and in their attempt to accommodate maximum matter leave very little white space. The result is a fully packed page which often repels the readers.

A newspaper's layout can be static or dynamic. When a newspaper always uses the same kind of layout everyday, then it is said to have a static layout. On the other hand, if the newspaper experiments with different kinds of layouts all the time, then it is said to have dynamic layout. Both types have their own advantages and disadvantages. While a static layout establishes a style and identity for the newspaper, it can at times become monotonous for the readers who see the same layout day after day. But it can also guide the reader as the regular reader will know exactly where to look for what if the layout remains static. The dynamic layout, on the other hand, infuses an element of surprise and consequently expectation and excitement in the reader as they can never predict what is new about the newspaper that will greet the readers the next morning. But, at times, it can be confusing and irritating also, if the newspaper overdoes it. Dynamic layout is good, but within limits.



**CHECK YOUR PROGRESS - E**

1. What do you mean by page lay out?
2. What are the building blocks of a news page?
3. Define the following:
   a. Ear panel
   b. Anchor position

## 6.7 DEADLINE

Deadline is the time by which to file the news stories in order to facilitate their timely publication or broadcast. For example – a newspaper has to be edited, printed, packaged, transported and delivered physically to the people in remote areas by hand. All these take a lot of time and that is why a newspaper has to be sent to the printing press with sufficient time to spare for pack, transport and then deliver it to the readers' homes. Hence, the deadline for filing of news stories in a daily newspaper is in the late evening hours but the precise time differs from organization to organization. For a 24-hour

news channel the deadline is round the clock and the story has to be broken the moment it is received.

Same is the case for news bulletins in TV and Radio. There also, a news bulletin being time bound (must be broadcast at a specific pre-set time), a time limit is fixed after which no more news stories could be accommodated in the programme. This is deadline for the news stories for the programme.



**CHECK YOUR PROGRES - C**

1. What is the significance of deadline?
2. Why do news organizations maintain reference section?

## 6.8 LIBRARY AND REFERENCE SECTION

I am sure all of you would remember the term 'background research'. It has a certain relationship with meeting the deadline. That is, everyday in this world, hundreds and thousands of events are happening and many of them might be of some interest for the future. So, selecting anything published in this regard in one's own newspaper or otherwise, these news items are kept as reference materials for future usage by the news organizations including the electronic media.

This is called the Library and Reference section in a news organization which is vital for providing backgrounders. Background information is vital in any kind of journalistic writings. The Library & Reference section maintains an information bank on the contemporary issues. In a nutshell, we can say that library and reference section stores all the information that has already been placed in the public domain. Now internet has also become a major source of such background information.

## 6.9 LET US SUM UP

Editing is a process of tailoring and shaping news items to the requisite size and design of the newspaper. There is a team of newsmen called sub editors or copy editors who are employed by the news organizations to

carry out this specialized task. This team comprises highly skilled personnel who work sitting in the newspaper offices, unlike the reporters who have to go the field in order to collect news.

In the editing process the news are first scanned for their newsworthiness by the desk. The selected news items are then checked for factual and grammatical errors. The reporters who are hard-pressed in the pursuit of meeting deadlines are bound to make mistakes which needs proper corrections in terms of facts, figures, grammar such as sentence construction, usage of words, punctuations etc.

The Editorial team is headed by the Editor followed by the Executive Editor, Assistant Editor, Deputy Editor, News Editor, Senior sub-editors, and Sub-editors. They all have specialized roles to play and help the newspaper achieve its aims and objectives in the finest possible way.

Every newspaper follows a style book, which is nothing but a formal document containing guidelines for editing.

There are many tools of editing which the copy desk keeps in handy for ready reference.



## 6.10 FURTHER READINGS


1. **News Writing –** *George A. Hough, Kanishka Publishers and Distributors, New Delhi*
2. **Basic Journalism –** *Rangaswamy Parthasarathy*, *MacMilan India Ltd, New Delhi*
3. **Handbook of journalism and mass communication** — *VB Agarwal + VB Gupta, (Concept)*
4. **Journalism** — *N Jayapalan, Atlantic Publishers and Distributors, New Delhi.*
5. **Essentials of practical journalism** — *Vir Bala Agarwal, Concept Publishing Company, New Delhi*




## 6.11 ANSWERS TO CHECK YOUR PROGRESS

**A)**

**1)** Editing is the process of arranging, refurbishing and finally presenting

news items to the readers of a newspaper or magazine, a news bulletin in TV or Radio channels. It has to take care of a whole lot of aspects like checking grammatical and factual mistakes, language of the write up, suitability and quality of the news items etc.

**2)** The process is not very simple though it looks like one. The first task is to select the suitable news items out of so many of them being filed into the newspaper office everyday. After this, the news items are arranged in order of their importance and then the job of editing them begins. It involves the exercises mentioned in question no 1 above and others like giving a good headline, preparing the layout and making the overall look of the newspaper attractive and making it a smooth-reading for one.

**B)**

**1)** Editor
Executive Editor
Resident Editor/s
Assistant Editors
News Editor/s
Deputy News-editors
Chief Sub-editors
Senior Sub-editors
Sub-editors
Trainee Sub-editor

**C)**

**1)** A news organization should try its best to provide or present the people with the latest happening news items. But there is constraint of time which is very precious in case of news media as editorial people have to fight hard against it. Hence, a specific time is usually fixed for finishing the editing work so that the newspaper can be sent for printing soon after this. This is called deadline.

**2)** Reference section in a newspaper contains titbits of relevant information about all possible major events, personalities, happenings etc. so that later on whenever a report involving these aspects is needed to be given, the reference section provides us with those background materials so that one can write something out of old references.

**D)**

**1)** Headline is the window of the news item. It serves the functions of informing readers about something interesting happening, attracting people to the news, providing a summary or gist of the news item to the people etc.

**E)**

**1)** The layout is the look of the newspaper page. It is the way the newspaper page is arranged or laid out complete with news, advertisements, photographs, cartoons etc. so as to attract the readers and for acquiring a position in the market. It is the complete get up and personality of a newspaper.

**2)** The building blocks of a newspaper page are:

a. News (including headlines)
b. Photographs
c. Advertisements
d. White space

**3)**

**a. Ear panel:** Ear panel is a small box in the upper corner of a news page, usually on page 1. It is used for advertisements for special columns.

**b. Anchor Position:** It is the bottom middle position in the front page of a newspaper. The story that is carried in this position, usually a feature or a special regular column, is called the anchor story.



## 6.12 POSSIBLE QUESTIONS

1. What do you understand by the term Editing in journalism?
2. Describe the process of editing?
3. What are the principles of editing?
4. What are the designations and functions of the editing personnel at different positions in a news organization?
5. What is the significance of the position of News Editor?
6. Why is there a need of deadline at all?
7. Why do we need a reference section?
8. Describe Layout in a newspaper.