

Programme	B.S. (4-years), Communication Studies	Course Code	BSCS-304	Credit Hours	3
Course Title	Professional Editing				
Course Introduction					
The objectives of this course are to: <ul style="list-style-type: none"> • Equip the students with the art and techniques of News Editing, Editing Style /Guides and Sequencing • Develop advanced skills among the students for News Selection and News Placements on the basis of their news sense • Make the students learn about page designing and make up on a professional level 					
Learning Outcomes					
After studying this course, the students will be able to: <ul style="list-style-type: none"> • Develop news sense for deciding which news will be or should be given what type of treatment • Write headlines out of the news reports besides having complete expertise about subediting 					
Course Content					
Week 1	1. News Editing, Nature and Scope				
	1.1. Editing as a challenge in the era of Media Convergence				
Week 2	1.2. Introduction to Newsroom, Newsroom Desks, Staff and their working				
	1.3. News selection and News sources: Reporters, News Agencies, Monitoring of TV, Radio, Internet Social Media, Foreign Media etc.				
Week 3	1.4. Responsibilities/Duties of a Sub-Editor				
	1.5. Responsibilities of Copy Editor				
Week 4	2. Mechanics of News Editing				
	2.1. Editing principles/Style Sheets/Style Guides				
	2.2. Language and News Editing				
Week 5	2.3. Structuring and Re-Writing of News Stories				
	2.4. Intro/ lead Editing and Re-writing,				
	2.5. Translation				
Week 6	2.6. Verifying Information and Vague Attributions				
	2.7. Careful Readings to Remove Mistakes				
Week 7	3. Headlines Making				
	3.1. Definition & Purpose of Headlines				
	3.2. Qualities and Kinds of Headlines				
Week 8	3.3. Principles of Headlines Making.				
	3.4. Catch-lines and Shoulders in headlines				
Week 9	3.5. Picture Headline and Captions/Cutline				
Week 10	4. Propaganda in News and Editing				
Week 11	4.1. Fed News				
	4.2. Misinformation / Disinformation				
Week 12	4.3. Slanted News				

	4.4.	Distorted News
Week 13	5.	Page Make Up
Week 14	5.1.	Basic principles of Page Make-up
	5.2.	Make up techniques and Different kinds of make up
Week 15	6.	Use of Computer
Week 16	6.1.	Use of computers in the Editing and Making Newspapers
	6.2.	Computerized Page Making Techniques
	6.3.	Intro to Quark Express/ Adobe PageMaker
	6.4.	Picture Selection, Picture Editing and Caption Writing
	6.5.	Difference between Editing of a News Story, Article/Column and Feature

Textbooks and Reading Material

- Brooks, B. S., & Pinson, J. L. (2017). The art of editing in the age of convergence. Routledge.
- Friend, C., & Challenger, D. (2013). Contemporary editing. Routledge.
- Fun-e-Idarat by Hijazi, Miskeen Ali
- Ginna, P. (Ed.). (2017). What editors do: The art, craft, and business of book editing. University of Chicago Press.
- Greenberg, S. (2015). Editors Talk about Editing: Insights for readers, writers and publishers. Peter Lang.
- Itule, B. D., Anderson, D., & Simon, J. (2006). News writing and reporting for today's media. Simon, James..
- Lamble, S. G. (2011). News as it happens: An introduction to journalism. University of the Sunshine Coast, Queensland.
- Language in the News: Roger Fowler, Routledge
- Lester, P. M., Martin, S. A., & Smith-Rodden, M. (2018). Editing Challenges. In Visual Ethics (pp. 115-124). Routledge.
- Manchery, Melviv (1993): Basic Media Writing, New York.
- Matzler Ken (1979). News Editing. Englewood, Cliffs, Prentice Hall.
- McKane, A. (2013). News writing. Sage.
- Smith, J. (2007). Essential Reporting: The NCTJ Guide for Trainee Journalists. Los Angeles: Age Publications.
- Williams, P. N. (1978). Investigative Reporting and editing. New Jersey: Prentice-Hall, Inc.
- Winterson, D. (2010). Reporting and Editing Process. New Delhi. Centrum Press.

Teaching Learning Strategies

1. Lectures
2. In-Class Activities
3. Written Assignments

Assignments: Types and Number with Calendar

1. Class Participation
2. Attendance
3. Presentations
4. Attitude & Behavior
5. Hands-on Activities
6. Short Tests
7. Quizzes

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.