

## **BSCS309: Professional Editing (3 Cr. Hrs)**

### **Course Objectives:**

The objectives of this course are to:

- 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:

- 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 Contents:**

#### **1. News Editing, Nature and Scope**

1.1 Editing as a challenge in the era of Media Convergence

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

1.4 Responsibilities/Duties of a Sub-Editor

1.5 Responsibilities of Copy Editor

#### **2. Mechanics of News Editing**

2.1 Editing principles/Style Sheets/Style Guides

2.2 Language and News Editing

2.3 Structuring and Re-Writing of News Stories

- 2.4 Intro/ lead Editing and Re-writing,
- 2.5 Translation
- 2.6 Verifying Information and Vague Attributions
- 2.7 Careful Readings to Remove Mistakes

### **3. Headlines Making**

- 3.1 Definition & Purpose of Headlines
- 3.2 Qualities and Kinds of Headlines
- 3.3 Principles of Headlines Making.
- 3.4 Catch-lines and Shoulders in headlines
- 3.5 Picture Headline and Captions/Cutline

### **4. Propaganda in News and Editing**

- 4.1 Fed News
- 4.2 Misinformation / Disinformation
- 4.3 Slanted News
- 4.4 Distorted News

### **5. Page Make Up**

- 5.1 Basic principles of Page Make-up
- 5.2 Make up techniques and Different kinds of make up

### **6. Useof Computer**

- 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

### **Teaching Methodology:**

- Lectures

- In-Class Activities
- Written Assignments

**Assessment:**

- Midterm Assessment:
- Formative Assessment: (Classroom participation, Attendance, Assignments and Presentations, Attitude and Behavior, Hands-on Activities, Short Tests, Quizzes etc.)
- Final Assessment:

**Recommended Readings:**

- 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, Melvivi (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.