

Structure and working of a print newsroom publication house

2. □ A newsroom—place where journalists—reporters, editors, and producers, along with other staffers—work to gather news to be published in a newspaper and/or an online newspaper or magazine, or broadcast on radio, television, or cable. Some journalism organizations refer to the newsroom as the city room. □ The concept of "newsroom" may also now be employed by some Public Relations practitioners, as representatives of companies and organizations, with the intent to influence or create their own "media."

3. Trainee Sub-Editor Senior sub-editor Editor Chief Sub-Editor Associate Editor News Editor

4. □ Also from Associate Editor Principal correspondent Chief reporter Senior Reporter Photojournalist Trainee
Hierarchy of a Newsroom(continued)

5. 1 (Editorial department 2 (Advertisement department 3 (Circulation department 4 (Printing department 5 (Administrative department 6 (Accounting department 7 (Stores department

6. This department is responsible for 1 (Gathering the news 2 (Shot listing news features 3 (Editing the features shot listed The department includes not one but many editors responsible for different sections or regions. The editors include the photo editor, the design editor, the layout editor etc.

7. □ Different Types of editors: □ News Editor □ City Editor □ Sports Editor □ Business Editor □ Lifestyle Editor □ Design Editor □ Political Editor □ Photo Editor

8. □ The advertising department is responsible for: 1. the adverts that are placed in every newspaper edition. 2. Revenue generation aspect. 3. Looks into classified adds, local adds, national adds, real estate adds, law adds, etc.

9. □ Task for this department is: 1. compiling the data into the newspaper format 2. then putting it on paper. 3. Million of copies printed for each publication. □ The print would be of a slandered template with minor changes in each edition.

10. □ Getting the newspaper to different parts of the town, country or in some cases even the world □ This department has 3 Main responsibility: 1 (Selling the paper 2 (Delivering it to retailers 3 (Collecting data from subscribers

11. □ The general administrative work come under this department. □ The tasks are: 1. Work allotment to staff 2. Work force training 3. Promotion 4. Maintaining records 5. Managing other departments etc.

12. □ All financial responsibilities are under this sector. Such as: 1. Keeping the record book 2. Maintaining balance sheet 3. Budgeting 4. Providing finance to all departments 5. Calculating revenue expenses and profits

13. □ This department looks after the storage work. □ It maintains and keep a record of 1. stocks of raw material (like-paper, ink, stencils etc) 2. Also for the stocks of finished good (i.e. the printed newspaper)

14. □ Qualities of a good reporter:- Integrity—uncovering the truth regardless of the difficulties involved and reporting it in a fair. Industrious—finds information prepares questionnaire follows up on any contradictions. Observant— notices the details that give richness to a story. Accurate— verifies all the major details of his story, including addresses, numbers and the spelling of names. Empathetic— dealing with real people Thick-Skinned— needs to be tough enough to get the story even when people are giving him a hard time

15. □ Copy editors ensure that articles, books and other materials are free of errors, easy to read and conform to the publication's style. □ Copy editors need a passion for writing, a sharp eye for detail and the ability to work well under pressure. □ They may work for a variety of print or online publications as either salaried or freelance employees.

16. □ Copy editors editing process by fixing any grammatical, punctuation and spelling errors. □ They double check that names, places and organizations are spelled properly and that facts, dates and statistics are accurate. □ This may contact writers sources and conducting online research. □ Copy editors also write headlines and subheads for articles and, depending on the publication, create page layouts that consist of the placement of articles, photographs and advertisements. □ Each publication employs its own style guide that dictates writing standards, such as tense, voice or the spelling of certain words. □ Copy editors ensure that articles are written in accordance with the style guide. They work closely with writers, suggesting changes to enhance articles readability, conciseness and style. □ Copy editors also help writers research topics and locate and contact sources throughout the development of articles.

17. Advertising News News Print Press Operation Packaging Operation Distribution Operation Reader

18. □ Advertising and News is managed by Editorial and Advertising department, which helps in collecting news and Advertorials for the newspaper. □ After the News Editorial (Ne-torial) and Advertorial (Advertising-Editorial) are placed in a news paper format, than the prepared final format is sent for printing.

19. □ Now, Printing operation is carried by rinting Department □ Circulation department looks after the packaging and distribution of newspaper withing the town, outside the town, or outside the country, □ And also manages the feedback of readers in regards to their newspaper from time to time.

20. □ Organization that gathers news reports and sells them to subscribing news organizations, such as newspapers, magazines and radio and television broadc asters. A news agency may also be referred to as a wire service, newswire, or news service.

21. □ Asian News International □ Free Press of India □ Hindustan Samachar □ Indo-Asian News Service □ Press Information Bureau □ Press Trust of India □ Samachar □ Samachar Bharati □ United News of India