

## **Editorial set-up**

A **Newsroom** is the place where journalists, either reporters, editors, producers and other staffers work to gather news to be published in a newspaper or magazine or broadcast on television, cable or radio. Some journalism organizations refer to the newsroom as the city room.

**Copy Editing** is the process by which an editor makes formatting changes and other improvements to text. *Copy*, in this case a noun, refers to material (such as handwritten or typewritten pages) to be set (as in typesetting) for printing. A person who performs the task of copy editing is called a **copy editor**.

There is no universal form for the term. In magazine and book publishing, it is often written as one word (*copyediting*). The newspaper industry writes the expression as two words (*copy editing*) or hyphenates it (*copy-editing*)

An **Editorial** is a statement or article by a news organization, newspaper or magazine that expresses the opinion of the editor, editorial board, or publisher.

The term **op-ed** originates from the tradition of newspapers placing such materials on the page opposite the editorial page. The term "op-ed" is a combination of the words "opposite" and "editorial".

The first modern op-ed page is generally attributed to the *New York Times*, which initiated its page on September 21, 1970, under editorial page editor John B. Oakes. Oakes had argued for the page's creation for ten years; when it appeared it instantly became one of the paper's most popular features.

### **Editorial Boards**

The editorial board is a group of people, usually at a print publication, who dictate the tone and direction that the publication's editorials will take. Editorials are typically not written by the regular reporters of the news organization, but are instead collectively authored by a group of individuals and published without bylines. In fact, most major newspapers have a strict policy of keeping "editorial" and "news" staffs separate.

The editorial board of a newspaper will regularly convene to discuss and assign editorial tasks. If editorials are written by the board, then they generally represent the newspaper's official

positions on the issues. Often however, there exist also one or more regular opinion columnists who present their own point of view. Most newspapers also utilize nationally syndicated columnists to supplement the content of their own opinion pages.

### **Editorial Guidelines**

Editorials are generally printed on their own page of a newspaper, and are always labeled as editorials (to avoid confusion with news coverage). They often address current events or public controversies.

Generally, **editorials fall into four broad types: news, policy, social, and special.** When covering controversial topics such as election issues, some opinion page editors will run "**dueling**" editorials, with each staking out a respective side of the issue. Many magazines also feature editorials, mainly by the editor or publisher of the publication. Additionally, most print publications feature an editorial, or letter from the editor, followed by a Letters to the Editor section.

### **Differences**

The editorial page contains editorials written by a member of the news organization and the opinion page contains opinion columns and sometimes editorial cartoons:

Editorials are (usually short) opinion pieces, written by members of the editorial board of the paper. They reflect the stance of the paper and do not have bylines.

The opinions expressed on op-ed pages reflect those of the individual authors, not the paper. The articles have bylines and are written by individual free-lance writers, guest opinion writers, syndicated columnists, or a regular columnist of the paper.

A **Managing Editor** is a senior member of a publication's management team. In the United States, a managing editor oversees and coordinates the publication's editorial activities. The position is generally the second highest in rank, after the editor-in-chief (also called the executive editor.)

In the United Kingdom a managing editor tends to manage budget and staffing issues at a publication, and may have equivalent ranking to a deputy editor in the organization's structure.

**Editors** review, rewrite, and edit the work of writers. They may also do original writing. An editor's responsibilities vary with the employer and type and level of editorial position held. Editorial duties may include planning the content of books, technical journals, trade magazines, and other general-interest publications. Editors also decide what material will appeal to readers,

review and edit drafts of books and articles, offer comments to improve the work, and suggest possible titles. In addition, they may oversee the production of the publications. In the book-publishing industry, an editor's primary responsibility is to review proposals for books and decide whether to buy the publication rights from the author. Major newspapers and newsmagazines usually employ several types of editors.

The **executive editor** oversees **assistant editors**, who have responsibility for particular subjects, such as local news, international news, feature stories, or sports. Executive editors generally have the final say about what stories are published and how they are covered. The **managing editor** usually is responsible for the daily operation of the news department.

**Assignment editors** determine which reporters will cover a given story.

**Copy editors** mostly review and edit a reporter's copy for accuracy, content, grammar, and style. In smaller organizations, such as small daily or weekly newspapers or the membership or publications departments of nonprofit or similar organizations, a single editor may do everything or share responsibility with only a few other people. Executive and managing editors typically hire writers, reporters, and other employees. They also plan budgets and negotiate contracts with freelance writers, sometimes called "**stringers**" in the news industry. In broadcasting companies, **program directors** have similar responsibilities.

Editors and program directors often have assistants, many of whom hold entry level jobs. These assistants, such as copy editors and **production assistants**, review copy for errors in grammar, punctuation, and spelling and check the copy for readability, style, and agreement with editorial policy. They suggest revisions, such as changing words and rearranging sentences, to improve clarity or accuracy.

They also carry out research for writers and verify facts, dates, and statistics. Production assistants arrange page layouts of articles, photographs, and advertising; compose headlines; and prepare copy for printing.

**Publication assistants** who work for publishing houses may read and evaluate manuscripts submitted by freelance writers, proofread, and answer letters about published material. Production assistants on small newspapers or in radio stations compile articles available from wire services or the Internet, answer phones, and make photocopies.

**Technical writers** put technical information into easily understandable language.

They prepare operating and maintenance manuals, catalogs, parts lists, assembly instructions, sales promotion materials, and project proposals. Many technical writers work with engineers on technical subject matters to prepare written interpretations of engineering and design specifications and other information for a general readership. Technical writers also may serve as part of a team conducting usability studies to help improve the design of a product that still is in the prototype stage. They plan and edit technical materials and oversee the preparation of illustrations, photographs, diagrams, and charts.

**Assistant Editor may also be called as assistant editor; associate editor.**

Prepares written material for publication, performing any combination of following duties: Reads copy to detect errors in spelling, punctuation, and syntax. Verifies facts, dates, and statistics, using standard reference sources. Rewrites or modifies copy to conform to publication's style and editorial policy and marks copy for typesetter, using standard symbols to indicate how type should be set. Reads galley and page proofs to detect errors and indicates corrections, using standard proofreading symbols. May confer with authors regarding changes made to manuscript. May select and crop photographs and illustrative materials to conform to space and subject matter requirements. May prepare page layouts to position and space articles and illustrations. May write or rewrite headlines, captions, columns, articles, and stories according to publication requirements. May initiate or reply to correspondence regarding material published or being considered for publication. May read and evaluate submitted manuscripts and be designated Manuscript Reader (print. & pub.). May be designated according to type of publication worked on as Copy Reader (print. & pub.) when working on newspaper; Copy Reader, Book (print. & pub.) when working on books.

**The primary role of the editor is to manage the newspaper/magazine.**

Determines whether a submitted manuscript is appropriate for publication

Selects expert reviewers (i.e., referees) and an area editor to evaluate the submitted manuscript.

Renders a final editorial decision on each manuscript based on the AE recommendation, journal priorities, other similar manuscripts in process and related considerations.

Communicates directly with the author and the review team.

Schedules accepted manuscripts for publication.

Balances workloads for the area editors and reviewers.

Resolves any conflicts.

## **The Resident Editor (RE)**

The primary role of the RE is to make recommendations on submitted manuscripts and, when that recommendation involves revisions, suggesting priorities for the author(s).

Leads the review team to a recommendation.

Based on a synthesis of the reviews and a reading of the manuscript, writes a short evaluative and constructive report reflecting the strengths and weaknesses of the manuscript for the authors and the editor.

Evaluates the relative importance of the issues raised by the reviewers.

When recommending revisions, provides specific priorities for the author(s).

Makes suggestions regarding conflicts between reviewer evaluations.

Makes a recommendation to the Editor regarding the final decision on the manuscript.

## **Sub-Editor**

They are responsible for ensuring that the tone, style and layout of final copy matches the publication's house style and suits the target market. The work involves processing all the copy before it is published to ensure that it is grammatically and factually correct and reads well. Sub-editors also lay out the story on the page, write headings and may be involved with overall page design.

Like other journalism roles, sub-editing is demanding and requires constant attention to detail within a fast-paced working environment. They work closely with reporters, editors, designers, production staff and printers.

Polishes up the language by removing rough edges from the copy and making it readable

Fine-tunes the copy to the style of the newspaper

Simplifies the language to make it reader-friendly

Tailors story length to space requirements

Correct factual errors

Detects fraud or plant –a plant is falsehood in journalistic garment it promote somebody's interest or discredit somebody

Ensure balance and fairness and objectivity in the stories. In case of controversy, both sides get equal space

Guard against legal trappings like defamation and copyright violation. The report stories should not defame a person by use of pejorative language.

Rewrites and restructures stories if necessary. Normally sub editing (subbing) involves looking for errors in spellings and grammar

Implement the editorial policy of the newspaper like to maintain good taste, shun sensationalism, etc

Thus, a sub editor is responsible for every word that gets printed.

The sub-editor's job is much less glamorous than a reporter's but very important. While a reporter is an out-of-doors man with a 'beat' to cover, a sub-editor is a deskman. Again, while a reporter is well known to newspaper readers as his reports

frequently carry a 'by-line', a sub-editor hardly ever sees his name in print. He is an obscure figure working back-stage to give a face-lift to the paper, but even reporters, to whose 'copy' he gives spit and polish, making it readable to the average newspaper reader, rarely acknowledge his worth. Work activities vary and can depend on the extent to which production and layout work falls within a subeditor's remit. To be a good sub, you must be an all-rounder: you need to know the law, government and how to put a story together with speed and style.