 **Annai Women’s College **

 **(ARTS & SCIENCE)**

**DEPARTMENT OF ENGLISH**

**COURSE CONTENT**

**COURSE: BA ENGLISH SEMESTER: VI**

**NAME OF THE SUBJECT: JOURNALISM**

**SUBJECT CODE: 16AMBEEN2**

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**JOURNALISM**

**UNIT -I**

**What is Journalism**

One person was taken to the Burn Center at Parkland Hospital after flames ripped through an East Dallas apartment complex.

This was the first line of a current newspaper article. Did you read a newspaper this morning? Maybe you watched the news on television or heard headlines broadcast on the radio. These are forms of journalism. Journalism is the act of gathering and presenting news and information. The term 'journalism' also refers to the news and information itself. It's important to notice the variety of information media today. The news and information can be presented in many different ways, including articles, reports, broadcasts, or even tweets.

Journalism is a form of communication, but it's distinct from other forms. It is unique because it's a one-way message, or story, from the journalist to the audience. It's most unique because the message isn't the journalist's personal story or subjective thoughts. Instead, the journalist acts as a conduit, narrating an objective story about something that happened or is happening, based on his or her observations and discoveries. This type of storytelling comes in many different forms, including:

• Breaking news

• Feature stories

• Investigative reports

• Editorials

• Reviews

• Blogs

Journalism's unique storytelling comes in the form of reporting. Toreport simply means to convey the facts of the story. Even in editorials and reviews, the journalist is conveying facts about the experience. The story can be analytical or interpretive and still be journalism. In general, reporting comes from interviewing, studying, examining, documenting, assessing, and researching. New journalists are often taught to report on the five Ws, so you'll notice that most pieces of journalism include some or all of these:

• Who was it?

• What did they do?

• Where were they?

• When did it happen?

• Why did it happen?

The Role of Journalism

Journalism serves many different roles. Foremost, it serves to inform the public. It's an open medium, meaning the intended audience includes the entire community or public. Once the journalist reports the information - or sends the communication - that information is available to anyone wishing to receive it.

For that reason, journalism is an essential component in a democratic society. The freer the society, like the United States, the more news and information is available to the public. Citizens tend to be well-informed on issues affecting their communities, government, and everyday dealings. On the other hand, North Korea allows only limited access to independent news sources and almost no access to the Internet. The vast majority of news and information comes from the official Korean Central News Agency, which reports mainly on statements from the political leadership. This leaves citizens with only one, filtered point of view.

Objectivity & Bias

This type of bias is a key issue in journalism. Journalism is based on objectivity, meaning journalists must make every effort to report the news and information without allowing their preconceptions to influence the stories. There's a general acceptance that journalists, like all people, have inherent personal and cultural biases. These prejudices can be positive, negative, or neutral, and many are subconscious. Some biases are even thought to be organization-wide. For example, many people believe Fox News is biased toward the Republican Party, while MSNBC is biased toward the Democratic Party.

In the early 1900s, especially in the 1920s, there was a concerted push toward greater objectivity in journalism. After years of political propaganda and reporting based simply on 'realism', experts pushed for a consistent process for testing information that more closely resembled a scientific method.

Journalism ethics and standards comprise principles of ethics and of good practice as applicable to the specific challenges faced by journalists. This subset of media ethics is widely known to journalists as their professional "codeof ethics" or the "canons of journalism". The basic codes and canons commonly appear in statements drafted by both professional journalism associations and individual print,broadcast, and online news organizations.

While various existing codes have some differences, most share common elements including the principles of truthfulness,accuracy, objectivity, impartiality, fairness, and public accountability, as these apply to the acquisition of newsworthy information and its subsequent dissemination to the public.

Like many broader ethical systems, journalism ethics include the principle of "limitation of harm". This often involves the withholding of certain details from reports such as the names of minor children, crime victims' names or information not materially related to particular news reports release of which might, for example, harm someone's reputation.

Some journalistic codes of ethics, notably the European ones,[7] also include a concern withdiscriminatory references in news based onrace, religion, sexual orientation, and physical or mental disabilities. The Parliamentary Assembly of the Council of Europe approved (in 1993) Resolution 1003 on the Ethics of Journalism, which recommends that journalists respect the presumption of innocence, in particular in cases that are still sub judice.

The principles of journalistic codes of ethics are designed as guides through numerous difficulties, such as conflicts of interest, to assist journalists in dealing with ethical dilemmas. The codes and canons provide journalists with a framework for self-monitoring and self-correction. Journalism is guided by five important values. The first is honesty: a journalist should not make up news or share news that give off wrong impressions. The second is independence: a journalist should avoid topics they have an interest in. The third is fairness: a journalist should not tell the truth if it is with bad intentions. The fourth is productiveness: a journalist should work hard to try to gather all the facts. The last value is pride: a journalist needs to be able to accept all credit for their work, bad or good.

While journalists in the United States and European countries have led the formulation and adoption of these standards, such codes can be found in news reporting organizations in most countries with freedom of the press. The written codes and practical standards vary somewhat from country to country and organization to organization, but there is substantial overlap between mainstream publications and societies. The International Federation of Journalists (IFJ) launched a global Ethical Journalism Initiative in 2008 aimed at strengthening awareness of these issues within professional bodies. In 2013 the Ethical Journalism Networkwas founded by former IFJ General Secretary Aidan White. This coalition of international and regional media associations and journalism support groups campaigns for ethics, good governance and self-regulation across all platforms of media.

One of the leading voices in the U.S. on the subject of journalistic standards and ethics is the Society of Professional Journalists. The Preamble to its Code of Ethics states:

public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility.

The Radio Television Digital News Association, an organization exclusively centered on electronic journalism, maintains a code of ethics centering on public trust, truthfulness, fairness, integrity, independence, and accountability.

Accuracy and standards for factual reporting

• Reporters are expected to be as accurate as possible given the time allotted to story preparation and the space available and to seek reliable sources.

• Events with a single eyewitness are reported with attribution. Events with two or more independent eyewitnesses may be reported as fact. Controversial facts are reported with attribution.

• Independent fact-checking by another employee of the publisher is desirable.

• Corrections are published when errors are discovered.

• Defendants at trial are treated only as having "allegedly" committed crimes, until conviction, when their crimes are generally reported as fact (unless, that is, there is serious controversy about wrongful conviction).

• Opinion surveys and statistical information deserve special treatment to communicate in precise terms any conclusions, to contextualize the results, and to specify accuracy, including estimated error and methodological criticism or flaws.

Slander and libel considerations

Reporting the truth is almost never libel which makes accuracy very important.

• Private persons have privacy rights that must be balanced against the public interest in reporting information about them. Public figures have fewer privacy rights in U.S. law, where reporters are immune from a civil case if they have reported without malice. In Canada, there is no such immunity; reports on public figures must be backed by facts.

• Publishers vigorously defend libel lawsuits filed against their reporters, usually covered by libel insurance.

Harm limitation principle

During the normal course of an assignment a reporter might go about gathering facts and details, conducting interviews, doing research and background checks, taking photos, and recording video and sound. Harm limitation deals with the questions of whether everything learned should be reported and, if so, how. This principle of limitation means that some weight needs to be given to the negative consequences of full disclosure, creating a practical andethical dilemma. The Society of Professional Journalists' code of ethics offers the following advice, which is representative of the practical ideas of most professional journalists. Quoting directly.

• Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.

• Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.

• Recognise that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.

• Recognise that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.

• Show good taste. Avoid pandering to lurid curiosity.

• Be cautious about identifying juvenile suspects or victims of sex crimes.

• Be judicious about naming criminal suspects before the formal filing of charges.

• Balance a criminal suspect's fair trial rights with the public's right to be informed.

In addition to codes of ethics, many news organizations maintain an in-house ombudsmanwhose role is, in part, to keep news organizations honest and accountable to the public. The ombudsman is intended to mediate in conflicts stemming from internal or external pressures, to maintain accountability to the public for news reported, to foster self-criticism, and to encourage adherence to both codified and uncodified ethics and standards. This position may be the same or similar to the public editor, though public editors also act as a liaison with readers and do not generally become members of the Organisation of News Ombudsmen.

An alternative is a news council, an industry-wide self-regulation body, such as the Press Complaints Commission, set up by UK newspapers and magazines. Such a body is capable of applying fairly consistent standards and of dealing with a higher volume of complaints but may not escape criticisms of being toothless.

Ethics and standards in practice

Main articles: journalism scandals, checkbook journalism, media bias, media ethics, andyellow journalism

One of the most controversial issues in modern reporting is media bias, particularly on political issues, but also with regard to cultural and other issues. Another is the controversial issue of checkbook journalism, which is the practice of news reporters paying sources for their information. In the U.S. it is generally considered unethical, with most mainstream newspapers and news shows having a policy forbidding it. While tabloid newspapers and tabloid television shows, which rely more on sensationalism, regularly engage in the practice.

There are also some wider concerns, as the media continue to change, for example, that the brevity of news reports and use of soundbites has reduced fidelity to the truth, and may contribute to a lack of needed context for public understanding. From outside the profession, the rise of news management contributes to the real possibility that news media may be deliberately manipulated. Selective reporting (spiking, double standards) are very commonly alleged against newspapers, and by their nature are forms of bias not easy to establish, or guard against.

This section does not address specifics of such matters, but issues of practical compliance, as well as differences between professional journalists on principles.

Standards and reputation:

Among the leading news organizations that voluntarily adopt and attempt to uphold the common standards of journalism ethics described herein, adherence and general quality vary considerably. The professionalism, reliability, and public accountability of a news organization are three of its most valuable assets. An organization earns and maintains a strong reputation in part through the consistent implementation of ethical standards, which influence its position with the public and within the industry.

Genres, ethics, and standards

Advocacy journalistsa term of some debate even within the field of journalism—by definition tend to reject "objectivity", while at the same time maintaining many other common standards and ethics.

Civic journalism adopts a modified approach to objectivity; instead of being uninvolved spectators, the press is active in facilitating and encouraging public debate and examining claims and issues critically. This does not necessarily imply advocacy of a specific political party or position.

Creative nonfiction and literary journalism use the power of language and literary devices more akin to fiction to bring insight and depth into the often book-length treatment of the subjects about which they write. Such devices as dialogue, metaphor, digression and other such techniques offer the reader insights not usually found in standard news reportage. However, authors in this branch of journalism still maintain ethical criteria such as factual and historical accuracy as found in standard news reporting. They venture outside the boundaries of standard news reporting in offering richly detailed accounts. One widely regarded author in the genre is Joyce Carol Oates, as with her book on boxer Mike Tyson.

Investigative journalism often takes an implicit point of view on a particular public interest, by asking pointed questions and intensely probing certain questions. With outlets that otherwise strive for neutrality on political issues, the implied position is often uncontroversial—for example, that political corruption or abuse of children is wrong and perpetrators should be exposed and punished, that government money should be spent efficiently, or that the health of the public or workers or veterans should be protected. Advocacy journalists often use investigative journalism in support of a particular political position, or to expose facts that are only concerning to those with certain political opinions. Regardless of whether or not it is undertaken for a specific political faction, this genre usually puts a strong emphasis on factual accuracy, because the point of an in-depth investigation of an issue is to expose facts that spur change. Not all investigations seek to expose facts about a particular problem; some data-driven reporting does deep analysis and presents interesting results for the general edification of the audience which might be interpreted in different ways or which may contain a wealth of facts concerned with many different potential problems. A factually-constrained investigation with an implied public interest point of view may also find that the system under investigation is working well.

New Journalism and Gonzo journalism also reject some of the fundamental ethical traditions and will set aside the technical standards of journalistic prose in order to express themselves and reach a particular audience or market segment. These favor a subjective perspective and emphasize immersive experiences over objective facts.

Tabloid journalists are often accused of sacrificing accuracy and the personal privacy of their subjects in order to boost sales. The 2011 News International phone hacking scandal is an example of this. Supermarket tabloids are often focused on entertainment rather than news. A few have "news" stories that are so outrageous that they are widely read for entertainment purposes, not for information. Some tabloids do purport to maintain common journalistic standards but may fall far short in practice. Others make no such claims.

Some publications deliberately engage in satire, but give the publication the design elements of a newspaper, for example, The Onion, and it is not unheard of for other publications to offer the occasional, humorous articles appearing on April Fool's Day.

Relationship with freedom of the press

In countries without freedom of the press, the majority of people who report the news may not follow the above-described standards of journalism. Non-free media are often prohibited from criticizing the national government, and in many cases are required to distribute propagandas if it were news. Various other forms of censorship may restrict reporting on issues the government deems sensitive. In the United States, freedom of the press is protected under the First Amendment in the Bill of Rights. Under the First Amendment, the government is not allowed to censor the press. The government does not have the right to try to control what is published and cannot prevent certain things from being published by the press. Prior constraint is a term used to describe an attempt by the government to prevent the expression of ideas before they are published. Some countries that have freedom of the press are the U.S., Canada, Western Europe and Scandinavia, Australia, New Zealand, Japan, Taiwan and a handful of countries in South America.

Variations, violations, and controversies

here are a number of finer points of journalistic procedure that foster disagreements in principle and variation in practice among "mainstream" journalists in the free press. Laws concerning libel and slander vary from country to country, and local journalistic standards may be tailored to fit. For example, the United Kingdom has a broader definition of libel than does the United States

Accuracy is important as a core value and to maintain credibility, but especially in broadcast media, audience share often gravitates toward outlets that are reporting new information first. Different organizations may balance speed and accuracy in different ways. The New York Times, for instance, tends to print longer, more detailed, less speculative, and more thoroughly verified pieces a day or two later than many other newspapers 24-hour television news networks tend to place much more emphasis on getting the "scoop." Here, viewers may switch channels at a moment's notice; with fierce competition for ratings and a large amount of airtime to fill, fresh material is very valuable. Because of the fast turn-around, reporters for these networks may be under considerable time pressure, which reduces their ability to verify information.

Laws with regard to personal privacy, official secrets, and media disclosure of names and facts from criminal cases and civil lawsuits differ widely, and journalistic standards may vary accordingly. Different organizations may have different answers to questions about when it is journalistically acceptable to skirt, circumvent, or even break these regulations. Another example of differences surrounding harm reduction is the reporting of preliminary election results. In the United States, some news organizations feel that it is harmful to the democratic process to report exit poll results or preliminary returns while voting is still open. Such reports may influence people who vote later in the day, or who are in western time zones, in their decisions about how and whether or not to vote. There is also some concern that such preliminary results are often inaccurate and may be misleading to the public. Other outlets feel that this information is a vital part of the transparency of the election process, and see no harm (if not considerable benefit) in reporting it.

Objectivity as a journalistic standard varies to some degree depending on the industry and country. For example, the government-funded BBC in the United Kingdom places a strong emphasis on political neutrality, but British newspapers more often tend to adopt political affiliations or leanings in both coverage and audience, sometimes explicitly. In the United States, major newspapers usually explicitly claim objectivity as a goal in news coverage, though most have separate editorial boards that endorse specific candidates and publish opinions on specific issues. Adherence to a claimed standard of objectivity is a constant subject of debate. For example, mainstream national cable news channels in the United States claim political objectivity but to various degrees, Fox News has been accused of conservative bias and MSNBC accused of liberal bias. The degree to which these leanings influence cherry-picking of facts, factual accuracy, the predominance of non-news opinion and commentators, audience opinion of the issues and candidates covered, visual composition, tone and vocabulary of stories is hotly debated.

News value is generally used to select stories for print, broadcast, blogs, and web portals, including those that focus on a specific topic. To a large degree, news value depends on the target audience. For example, a minor story in the United States is more likely to appear on CNN than a minor story in the Middle East which might be more likely to appear on Al Jazeerasimply due to the geographic distribution of the channels' respective audiences. It is a matter of debate whether this means that either network is less than objective, and that controversy is even more complicated when considering coverage of political stories for different audiences that have different political demographics (as with Fox News vs. MSNBC).

Some digital media platforms can use criteria to choose stories which are different than traditional news value. For example, while the Google News portal essentially chooses stories based on news value (though indirectly, through the choices of large numbers of independent outlets), users can set Google Alerts on specific terms which define personal subjective interests. Search engines, news aggregators, and social network feeds sometimes change the presentation of content depending on the consumer's expressed or inferred preferences or leanings. This has both been cheered as bypassing traditional "gatekeepers" and whatever biases they may have in favor of audience-centric selection criteria, but criticized as creating a dangerous filter bubble which intentionally or unintentionally hides dissenting opinions and other content which might be important for the audience to see in order to avoid exposure bias and groupthink.

Taste, decency, and acceptability

Audiences have different reactions to depictions of violence, nudity, coarse language, or to people in any other situation that is unacceptable to or stigmatized by the local culture or laws (such as the consumption of alcohol, homosexuality, illegal drug use, scatological images, etc.). Even with similar audiences, different organizations and even individual reporters have different standards and practices. These decisions often revolve around what facts are necessary for the audience to know.

When certain distasteful or shocking material is considered important to the story, there are a variety of common methods for mitigating negative audience reaction. Advance warning of explicit or disturbing material may allow listeners or readers to avoid content they would rather not be exposed to. Offensive words may be partially obscured or bleeped. Potentially offensive images may be blurred or narrowly cropped. Descriptions may be substituted for pictures; graphic detail might be omitted. Disturbing content might be moved from a cover to an inside page, or from daytime to late evening when children are less likely to be watching.

There is often considerable controversy over these techniques, especially concern that obscuring or not reporting certain facts or details is self-censorshipthat compromises objectivity and fidelity to the truth, and which does not serve the public interest.

For example, images and graphic descriptions of war are often violent, bloody, shocking and profoundly tragic. This makes certain content disturbing to some audience members, but it is precisely these aspects of war that some consider to be the most important to convey. Some argue that "sanitizing" the depiction of war influences public opinion about the merits of continuing to fight, and about the policies or circumstances that precipitated the conflict. The amount of explicit violence and mutilation depicted in war coverage varies considerably from time to time, from organization to organization, and from country to country.

Reporters have also been accused of indecency in the process of collecting news, namely that they are overly intrusive in the name of journalistic insensitivity. War correspondent Edward Behr recounts the story of a reporter during theCongo Crisis who walked into a crowd of Belgian evacuees and shouted, "Anyone here been raped and speaks English?"[18]

Campaigning in the media

Many print publications take advantage of their wide readership and print persuasive pieces in the form of unsigned editorials that represent the official position of the organization. Despite the ostensible separation between editorial writing and news gathering, this practice may cause some people to doubt the political objectivity of the publication's news reporting. (Though usually unsigned editorials are accompanied by a diversity of signed opinions from other perspectives.)

Other publications and many broadcast media only publish opinion pieces that are attributed to a particular individual (who may be an in-house analyst) or to an outside entity. One particularly controversial question is whether media organizations should endorse political candidates for office. Political endorsements create more opportunities to construe favoritism in reporting, and can create a perceived conflict of interest.

Investigative methods

Investigative journalism is largely an information-gathering exercise, looking for facts that are not easy to obtain by simple requests and searches, or are actively being concealed, suppressed or distorted. Where investigative work involves undercover journalism or use ofwhistleblowers, and even more if it resorts to covert methods more typical of private detectives or even spying, it brings a large extra burden on ethical standards.

Anonymous sources are double-edged they often provide especially newsworthy information, such as classified or confidential information about current events, information about a previously unreported scandal, or the perspective of a particular group that may fear retribution for expressing certain opinions in the press. The downside is that the condition of anonymity may make it difficult or impossible for the reporter to verify the source's statements. Sometimes news sources hide their identities from the public because their statements would otherwise quickly be discredited. Thus, statements attributed to anonymous sources may carry more weight with the public than they might if they were attributed.

The Washington press has been criticized in recent years for excessive use of anonymous sources, in particular to report information that is later revealed to be unreliable. The use of anonymous sources increased markedly in the period before the 2003 invasion of Iraq.

Examples of ethical dilemmas

One of the primary functions of journalism ethics is to aid journalists in dealing with manyethical dilemmas they may encounter. From highly sensitive issues of national security to everyday questions such as accepting a dinner from a source, putting a bumper sticker on one's car, publishing a personal opinion blog, a journalist must make decisions taking into account things such as the public's right to know, potential threats, reprisals and intimidations of all kinds, personal integrity, conflicts between editors, reporters and publishers or management, and many other such conundra. The following are illustrations of some of those.

• The Pentagon Papers dealt with extremely difficult ethical dilemmas faced by journalists. Despite government intervention, The Washington Post, joined by The New York Times, felt the public interest was more compelling and both published reports. The cases went to the Supreme Court where they were merged and are known as New York Times Co. v. United States.

• The Washington Post also once published a story about a listening device that the United States had installed over an undersea Soviet cable during the height of the cold war. The device allowed the United States to learn where Soviet submarines were positioned. In that case, Post Executive Editor Ben Bradlee chose not to run the story on national security grounds. However, the Soviets subsequently discovered the device and, according to Bradlee, "It was no longer a matter of national security. It was a matter of national embarrassment." However, the U.S. government still wanted The Washington Post not to run the story on the basis of national security, yet, according to Bradlee, "We ran the story. And you know what, the sun rose the next day."

• The Center for International Media Ethics, an international non-profit organisation "offers platform for media professionals to follow current ethical dilemmas of the press" through its blog. Besides highlighting the ethical concerns of recent stories, journalists are encouraged to express their own opinion. The organisation "urges journalists to make their own judgments and identify their own strategies."

• The Ethics AdviceLine for Journalists, a joint venture, public service project of Chicago Headline Club Chapter of the Society of Professional Journalists and Loyola University Chicago's Center for Ethics and Social Justice, provides some examples of typical ethical dilemmas reported to their ethical dilemma hotline and are typical of the kinds of questions faced by many professional journalists.

Criticisms

Jesse Owen Hearns-Branaman of the National Institute of Development Administration, Thailand, argued that journalistic professionalism is a combination of two factors, secondarysocialization of journalists in the workplace and the fetishization of journalistic norms and standards.[24] In this way, undesirable traits in new journalists can be weeded out, and remaining journalists are free to cynically criticize journalistic professional norms as long as they keep working and following them. This criticism is adapted from interviews of twenty political journalists from BBC News, Sky News, The Guardian, The New York Times, The Washington Post and MSNBC/NBC News, and from philosopher Slavoj Žižek's concept ofideology.[25]

Press laws

Press laws are the laws concerning the licensing of books and the liberty of expression in all products of the printing-press, especially newspapers. The liberty of the press has always been regarded by political writers as of supreme importance. Give me liberty to know, to utter, and to argue freely according to conscience, above all other liberties, saysMilton in the Areopagitica.

Before the invention of printing, the Church assumed the right to control the expression of all opinion distasteful to her. When the printing press was invented, German printers established themselves at various important centres of western Europe, where already numbers of copyists were employed in multiplying manuscripts. In 1473 Louis XI granted letters patent (giving the right of printing and selling books) to Uldaric Quring (Ulrich Gering), who three years earlier had set up a press in the Sorbonne (the theological faculty of the university at Paris), and before long Paris had more than fifty presses at work. The Church and universities soon found the output of books beyond their control. In 1496 Pope Alexander VIbegan to be restrictive, and in 1501 he issued a bull against unlicensed printing, which introduced the principle of censorship. Between 1524 and 1548 the Imperial Diet in Germanydrew up various stringent regulations; and in France, prohibited by edict, under penalty of death, the printing of books, This was too severe, however, and shortly afterwards the Sorbonne was given the right of deciding, a system which lasted to the Revolution.

Censorship was either restrictive or corrective, i.e., it interfered to restrict or prevent publication, or it enforced penalties after publication. Repression of free discussion was regarded as so necessary a part of government that Sir Thomas More in his Utopia makes it punishable with death for a private individual to criticize the conduct of the ruling power. Under Mary, printing was confined to members of the Stationers Company, founded by royal charter in 1556. Under Elizabeth the Star Chamber assumed the right to confine printing to London, Oxford and Cambridge, to limit the number of printers and presses, to prohibit all publications issued without proper licence, and to enter houses to search for unlicensed presses and publications.

EDITING is the process of selecting and preparing writing, photography, visual, audible, and film media used to convey information. The editing process can involve correction, condensation, organization, and many other modifications performed with an intention of producing a correct, consistent, accurate and complete work.

The editing process often begins with the author's idea for the work itself, continuing as a collaboration between the author and the editor as the work is created. Editing can involve creative skills, human relations and a precise set of methods.

There are various editorial positions in publishing. Typically, one finds editorial assistants reporting to the senior-level editorial staff and directors who report to senior executive editors. Senior executive editors are responsible for developing a product for its final release. The smaller the publication, the more these roles overlap.

The top editor at many publications may be known as the chief editor, executive editor, or simply the editor. A frequent and highly regarded contributor to amagazine may acquire the title of editor-at-large orcontributing editor. Mid-level newspaper editors often manage or help to manage sections, such as business, sports and features. In U.S. newspapers, the level below the top editor is usually the managing editor.

In the book publishing industry, editors may organize anthologies and other compilations, produce definitive editions of a classic author's works (scholarly editor), and organize and manage contributions to a multi-author book (symposium editor or volume editor). Obtaining manuscripts or recruiting authors is the role of an acquisitions editor or a commissioning editor in a publishing house. Finding marketable ideas and presenting them to appropriate authors are the responsibilities of a sponsoring editor.

Copy editors correct spelling, grammar and align writings to house style. Changes to thepublishing industry since the 1980s have resulted in nearly all copy editing of book manuscripts being outsourced to freelance copy editors.[4]

At newspapers and wire services, copy editors write headlines and work on more substantive issues, such as ensuring accuracy, fairness, and taste. In some positions, they design pagesand select news stories for inclusion. At U.K. and Australian newspapers, the term is sub-editor. They may choose the layout of the publication and communicate with the printer. These editors may have the title of layout or design editor or (more so in the past) makeup editor.

**UNIT - III**

News Reporting Definition, Types and Perquisites

News reporting involves discovering all relevant facts, selecting and presenting the important facts and weaving a comprehensive story. Reporting involves hard work, which in turn involves stamina and patience. The main function of journalistic profession is news reporting.

A reporter needs not only energy to spend long hours chasing a story, collecting facts from various sources in an effort to dig up the truth, he needs must have the will to pursue the course of his investigation to the very end in order to produce a really comprehensive story without any missing links or unanswered questions.

In the modern age news journalism the responsibilities of the press have grown manifold. These days, the people are governed by multiplicity of authorities, viz. Municipality, District Administration, State Government and the Central Government. Even non-governmental authorities are involved in the lives of the people in one-way or the other. Man cannot live alone. He is a social animal. The way his neighbours behave or act affects him. Man is thus anxious to know more about the world he lives in. Satisfaction of this curiosity is the major task of a good journalist.

The variety and the depth of news has, of late, increased manifold. In fact, newspapers, magazines and periodicals have become the main source of information for the people. This fact underscores the need for accuracy in news reporting. Giving inaccurate news or putting out news in a casual manner is fraught with grave dangers. A journalist, who is careless in news reporting or indulges in lies, is a disgrace to the profession. It is better to ease him out from this profession. If a journalist reports that 50 persons belonging to a particular community ,died as a result of communal riot when in fact only 5 persons had lost their lives, his misreporting can trigger off a major communal flare up and pose grave threat to law and order.

There are different types of news reporting

1. Investigative Reporting

2. Court Reporting

3. Accidence Reporting

4. Political Reporting

5. Fashion Reporting

6. Business Reporting

7. Sports Reporting

8. Specialized Reporting

A News Reporter should follow the following steps

1. A reporter must appreciate the importance of having a good reputation for absolute reliability. For this purpose he must be systematic in his habits and punctual in keeping his appointments. By observing these principles, every reporter can make his path smooth and trouble free.

2. A reporter should have the ability of news reporting and writing skills in the language of his paper. He should possess the quality to compose in a condensed manner as per allowable space.

3. The reporter of any local newspaper occupies a unique position and he becomes quite popular with the people of his town. He reports the local events, functions, fairs, socials etc. and comes closer to the social life of the town. A reporter should follow some professional ethics in his work. Sometimes, while engaged in his profession, he may come to some persons and develop confidential relations with them.

4. Sometimes, a reporter may be asked to write short length paragraphs regarding the local intelligence or about the city news. For this he should keep his eyes and ears open and develop a nose for local news. He should develop a system to ensure that none of the interesting news is missed by him. He should try to know the secretaries of social, religious, political, musical dramatic, legal, official and other organizations and should call upon them regularly to get some interesting stories. He should make inquiries from the police regarding news of accidents and crimes. He should also contact the fire-station for the particulars of local fires.

5. Every reporter should keep an engagement diary. In this way he can systematize his working and attend to all his appointments properly and punctually. By keeping an engagement diary he can know about the important engagements and other events in the future and cover them without fail.

6. The reporter should not forget to give a head line to his typed copy. Every copy which goes to the printer to be set is given a catchline. The catchline is a key word, because during the production it identifies all the sheets of the copy. Tile catchline is given on each sheet so that the printer can collate the whole story. The catchline should be chosen very carefully. It is better to choose an uncommon word, which may not resemble with another news catchline.

Beat reporting, also known as specialized reporting, is a genre of journalism that can be described as the craft of in-depth reporting on a particular issue, sector, organization, or institution over time. Beat reporters build up a base of knowledge on and gain familiarity with the topic, allowing them to provide insight and commentary in addition to reporting straight facts. Generally, beat reporters will also build up a rapport with sources that they visit again and again, allowing for trust to build between the journalist and his her source of information. This distinguishes them from other journalists who might cover similar stories from time to time.

Journalists become invested in the beats they are reporting for, and become passionate about mastering that beat. Beat reporters often deal with the same sources day after day, and must return to those sources regardless of their relationship with them. Those sources may or may not be pleased with the reporting of the reporters. It is pertinent that beat reporters contact their sources quickly, obtain all necessary information, and write on deadline.

According to media sociologists, beat reporting occurs because of the limited time reporters are given to cover stories. For big scoops, beats are not necessarily as useful as other journalism types. Some of the best inside stories, for example Bay of Pigs and Watergate, did not come from beat reporting.

Beat reporters collect information from each person they meet while reporting. They routinely call, visit, and e-mail sources to obtain any new information for articles. When reporters have experience on a specific beat, they are able to gain both knowledge and sources to lead them to new stories relating to that beat. Beats are able to help reporters define their roles as journalists, and also avoid overlap of stories within the newsroom.

Sports journalism is a form of writing that reports on sporting topics and competitions.

Sports journalism is the essential element of many news media organizations. While the sports department (along with entertainment news) within some newspapers has been mockingly called the toy department, because sports journalists do not concern themselves with the 'serious' topics covered by the news desk, sports coverage has grown in importance as sport has grown in wealth, power, andinfluence.

Also, some media organizations are devoted entirely to sports reporting — newspapers andmagazines such as L'Equipe in France, La Gazzetta dello Sport in Italy, Marca in Spain, the defunct Sporting Life in Britain, and AmericanSports Illustrated and Sporting News; television networks such as Eurosport, Fox Sports, ESPN;sports radio stations such as BBC Radio 5 Live,ESPN Radio, Fox Sports Radio and TSN Radio; and The Sports Network (TSN); and websites such as ESPN.com, Foxsports.com, and Yahoo! Sports.

Since the 1990s, the growing importance of sport, its impact as a global business and the huge amounts of money involved in the staging of events such as the Olympic Games and football World Cups, has also attracted the attention of investigative journalists. The sensitive nature of the relationships between sports journalists and the subjects of their reporting, as well as declining budgets experienced by most Fleet Street newspapers, has meant that such long-term projects have often emanated from television documentary makers.

Tom Bower, with his 2003 sports book of the year Broken Dreams, which analyzed British football, followed in the tradition established a decade earlier by Andrew Jennings and Vivo Samson with their controversial investigation of corruption within the International Olympic Committee. Jennings and Samson’s The Lords of the Rings in many ways predicted the scandals that were to emerge around the staging of the 2002 Winter Olympics in Salt Lake City; Jennings would follow-up with two further books on the Olympics and one on FIFA, the world football body.

Likewise, award-winning writers Duncan Mackay, of The Guardian, and Steven Downesunravelled many scandals involving doping, fixed races and bribery in international athletics in their 1996 book, Running Scared, which offered an account of the threats by a senior track official that led to the suicide of their sports journalist colleague, Cliff Temple.

But the writing of such exposes referred to as "spitting in the soup" by Paul Kimmage, the former Tour de France professional cyclist, now an award-winning writer for the Sunday Times often requires the view of an outsider who is not compromised by the need of day-to-day dealings with sportsmen and officials, as required by "beat" correspondents.

The stakes can be high when upsetting sport's powers: in 2007, England's FA opted to switch its multimillion-pound contract for UK coverage rights of the FA Cup and England international matches from the BBC to rival broadcasters ITV. One of the reasons cited was that the BBC had been too critical of the performances of the England football team.

Political journalism is a broad branch ofjournalism that includes coverage of all aspects of politics and political science, although the term usually refers specifically to coverage of civil governments and political power.

Political journalism aims to provide voters with the information to formulate their own opinion and participate in community, local or national matters that will affect them. According to Edward Morrissey in an opinion article from theweek.com, political journalism frequently includes opinion journalism, as current political events can be biased in their reporting. The information provided includes facts, its perspective is subjective and leans towards one viewpoint.

Brendan Nyman and John Sides argue that "Journalists who report on politics are frequently unfamiliar with political science research or question its relevance to their work”. Journalists covering politics who are unfamiliar with information that would provide context to their stories can enable the story to take a different spin on what is being reported.

Political journalism is provided through different mediums, in print, broadcast, or online reporting. Digital media use has increased and it provides instant coverage of campaign, politics, event news and an accessible platform for the candidate. Media outlets known for their political journalism like The New York Times and the Washington Post, have increased their use of this medium as well. Printed, online, and broadcast political humor presented as entertainment has been used to provide updates on aspects of government status, political news, campaign, and election updates. According to Geoffrey Baym, the information provided may not be considered "fake news" but the lines between entertainment and factual news may seem blurred or biased while providing political updates. This type of journalism is analyzed, interpreted, and discussed by news media pundits and editorialists. It can lack objectivity which can prevent the accuracy of the presented information. The reporting of news with a bias view point can also take away the audience's ability to form their own opinion or beliefs of what has been reported. This type of reporting is subjective with a possible social or political purpose.

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**UNIT -IV**

Editing is the process of selecting and preparingwriting, photography, visual, audible, and film media used to convey information. The editing process can involve correction, condensation, organization, and many other modifications performed with an intention of producing a correct, consistent, accurate and complete work.

The editing process often begins with the author's idea for the work itself, continuing as a collaboration between the author and the editor as the work is created. Editing can involve creative skills, human relations and a precise set of methods.

Editors work on producing an issue of Bild, West Berlin, 1977. Previous front pages are affixed to the wall behind them.

There are various editorial positions in publishing. Typically, one finds editorial assistants reporting to the senior-level editorial staff and directors who report to senior executive editors. Senior executive editors are responsible for developing a product for its final release. The smaller the publication, the more these roles overlap.

The top editor at many publications may be known as the chief editor, executive editor, or simply the editor. A frequent and highly regarded contributor to amagazine may acquire the title of editor-at-large or contributing editor. Mid-level newspaper editors often manage or help to manage sections, such as business, sports and features. In U.S. newspapers, the level below the top editor is usually the managing editor.

In the book publishing industry, editors may organize anthologies and other compilations, produce definitive editions of a classic author's works (scholarly editor), and organize and manage contributions to a multi-author book (symposium editor or volume editor). Obtaining manuscripts or recruiting authors is the role of an acquisitions editor or a commissioning editor in a publishing house. Finding marketable ideas and presenting them to appropriate authors are the responsibilities of a sponsoring editor.

Copy editors correct spelling, grammar and align writings to house style. Changes to thepublishing industry since the 1980s have resulted in nearly all copy editing of book manuscripts being outsourced to freelance copy editors.[4]

At newspapers and wire services, copy editors write headlines and work on more substantive issues, such as ensuring accuracy, fairness, and taste. In some positions, they design pagesand select news stories for inclusion. At U.K. and Australian newspapers, the term is sub-editor. They may choose the layout of the publication and communicate with the printer. These editors may have the title of layout or design editor or (more so in the past) makeup editor.

An editor-in-chief, also known as lead editor or chief editor, is a publication's editorial leader who has final responsibility for its operations and policies.The highest ranking editor of a publication may also be titled editor, managing editor, or executive editor, but where these titles are held while someone else is editor-in-chief, the editor-in-chief outranks the others.

The editor-in-chief heads all departments of the organization and is held accountable for delegating tasks to staff members and managing them. The term is often used at newspapers, magazines, yearbooks, and television news programs. The editor-in-chief is commonly the link between the publisher or proprietor and the editorial staff.

The term is also applied to academic journals, where the editor-in-chief gives the ultimate decision whether a submitted manuscript will be published. This decision is made by the editor-in-chief after seeking input from reviewers selected on a basis of relevant expertise. For larger journals, the decision is often upon the recommendation of one of several associate editors who each have responsibility for a fraction of the submitted manuscripts.

Typical responsibilities of editors in chief include:

• Ensuring that content is journalistically objective

• Fact checking, spelling, grammar, writing style, page design and photos

• Rejecting writing that appears to be plagiarized, ghostwritten, published elsewhere, or of little interest to readers

• Evaluating and editing content

• Contributing editorial pieces

• Motivating and developing editorial staff

• Ensuring the final draft is complete

• Handling reader complaints and taking responsibility for issues after publication

• For books and journals, cross-checking citations and examining references

• Working to advance the commercial success of the publication

• Position may involve recruiting, hiring and firing staff.

Duties and Responsibilities of a Newspaper Sub-Editor-Explained!

The sub-editor is mainly responsible for the manner in which a journal or a newspaper is made-up, sent for printing and offered to the public. There is no doubt that the sub-editor must be a man of high ability and judgement.

He must know thoroughly the news value of every matter which comes into his notice. He should have the ability to see the importance of even a small paragraph and the competence to reduce a lengthy paragraph to its deserving size.

A sub-editor may not generally do much of original writing like an editor, but he should be an expert in revising the news articles as well as supervising the work of those who do the writing work.

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Thus, a sub-editor must possess the capability either to reduce or to expand a subject matter according the needs of his newspaper.

All sorts of news go on trickling into the sub-editorial department all the time. It is just like a raw material out of which a sub-editor produces a finished product (the news to be published in the newspaper).

The sub-editor has the power of life or death over all the newspaper’s material that reaches him. Thus, the responsibility of the sub-editor is really enormous. A newspaper receives its copy from a variety of sources like reporters, correspondents, telephones, news agency reports and verbal communications. All this information is filtered by the sub-editor.

The sub-editor is actually responsible, more than any other person for what the paper looks like and stands for to the readers.

There are many ways in which a sub-editor can leave the impression of his personality on the newspaper. The format of a paper is in reality determined by the sub-editor. The sub-editor has the nose for selecting the right type of news.

It is the task of the sub-editor to decide as to what is going in for tomorrow’s newspaper and in what form. In fact, the sub-editor with a wide experience in his work is the most suitable person to become the editor in due course of time.

**UNIT - V**

What is Language Journalism?

Language journalism is writing and reporting, using the tools and conventions of journalism, about aspects of language, languages, and the people who use and study and work with them. When language journalism is done well, it stresses “language” as much as “journalism.” Ideally it uses linguistics to open up avenues in a topic, even when it's not ostensibly about language. Or maybe it is, but it has a depth that can yield the true treasure of human insight if you dig with linguistic tools.

I didn’t invent language journalism, but I like to think I showed how it could be done. Go find people to talk to and put them at the center of the story. Break news. Use the article as a stage for other people to perform their expertise. Show how ideas evolve, how consensus emerges. Show how the rest of the world looks to a person who has deep expertise. Craft the narrative. Write what no one else is writing. Write well.

The first piece of journalism I ever wrote on a language theme was about names for Americans for the Texas Observer, reprising H.L. Mencken’s arguments. At the time, I was a graduate student in English, specializing in linguistics and rhetoric and looking for the escape hatch from academic life. A few years later, as a freelance writer, I came back through the hatch, looking for untold stories and relevant research from the world of linguistics.

Since then, I’ve written about the northward spread of “y’all,” about linguistic discrimination, emerging sign languages, the linguistic evidence for a connection between Siberian and Amerindian peoples, the upper limit of the ability to learn languages, the future of English, foreign languages in dreams, and on and on. Now, after a lot of articles and two books, here’sSchwa Fire. In some ways, it's a culmination. It's also a huge, new step. I'm so glad you're coming along.

I'm also glad to be joined, in this first issue of this publication, by writers who ought to be considered pioneers of language journalism too. You probably know their names: Robert Lane Greene, who writes the language column for The Economist and is author of You Are What You Speak; Arika Okrent, who writes about language for Mental Floss and wrote an intriguing book about the quest to invent the perfect language, In the Land of Invented Languages; and Russell Cobb, a writer and scholar who edited the new book,The Question of Authenticity in a Global Culture.

Language journalism ought to do a lot of what science journalism does, too. Of course, linguistics, cognitive science, psychology, and other fields are sciences. But there's another sense in which science is both a content and a perspective that science journalists also engage. It's a slant on the world, a posture, a set of tools that creates possibilities by opening things up. Why isn't language writing considered science journalism? One easy answer is that linguistics, as a discipline, is sui generis: at once too human and too social to be a hard science, too empirical and logical to belong to the humanities. Another easy answer is that science journalism reflects the hierarchy of the natural and social sciences, with physics at the top of the pile, social science at the bottom. What are the other possibilities, I wonder? Should language journalism demand to be included in science journalism?

It's also worth saying that language journalism isn't outreach for any specific discipline, though promoters of linguistics and language journalists can have the same goals. The difference lies in the methods, but also the stakes. Outreach raises the profile of a discipline; language journalism wants to broaden journalism through the lens of language.

Infusing the linguistic into journalism is easy to do, yet it’s not often done. The other night (I’m writing this in late February) I listened to a public radio report about the dubious authenticity of Mandarin accents on the Netflix show “House of Cards.” I heard voice coaches opining about Mandarin-speaking voices. I heard the voices. But there was zilch about Mandarin tones. Nothing about non-native accents. One mention of the diversity of spoken Mandarin, offered by a show's writer as an excuse. Here came an opportunity to make a good language piece out of shallow entertainment news, and there it went, untouched.

I realize time constraints are real. But I also know that editors and producers make pronouncements about "our readers" or "our listeners" in order to justify paring out the bits that happen to be about language specifically. Wouldn't it be great if there was an outlet that would not only leave those language bits in but expand on them?

I believe that we’re living at a time when understanding language and how it works is more crucial than ever, and journalism has a big role to play in helping people do that. Journalism is normalizing, for one thing. It says what goes. It frames the world. There are many ideas about language which should be more normalized (and many that should be de-normalized). Journalism is also dynamic, a lot like language itself. Journalists can probe and prod an issue and revisit it, over and over. Language, I've often said, ought to be a beat. With every investigation, we should strive for precision and accuracy, but we don't have to exhaust the topic with one piece. (By contrast, the scholar's goal is to write a definitive piece that will stand many tests of time.) Journalism can also be wide-ranging and ecumenical. Schwa Fire is going to settle down with language and life, wherever that’s to be found. The boundaries of professions and academic disciplines aren’t our boundaries. That's why Schwa Fire is intended for copywriters and speech pathologists as much as translators and linguists.

News writing

You've gathered the information, done the reporting. You've interviewed all the people involved, the eye witnesses to the explosion, the police, etc, etc. And now you have to write the story. You have pages in your notebook of facts, observations, quotes. You may have some agency copy, some material from other media. The first thing to do is stop and think. Do not start writing until you have a plan. Read through all your notes, marking the most important pieces of information and the quotes you want to use. The information you have gathered will not have entered your notebook in order of importance. You need to decide what is more important, what is less important, to establish a hierarchy of pieces of information. And this is where you must think about your audience. Not necessarily what interests you most, but what will interest them. It may not be the same thing, and this is where knowing, having a feeling for, understanding your audience is so important. As you stare at the blank screen try to imagine the reader. It depends on the publication you are writing for, of course. You can assume more knowledge if you are writing for a specialist publication, or a specialist section of a newspaper. A cricket report or commentary can assume knowledge of the rules of cricket; an article for a motoring magazine can assume the reader knows what a supercar is. But some specialist publications set out to educate - computer magazines are a good example - and while interest can be assumed, knowledge of how to use specific pieces of software cannot. So understand the intentions of the publication you write for, or if you are a freelance you seek to sell to.