**UNIT-IV**

1. **What is editing in journalism?**

**Editing** is the process of selecting and preparing written, 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.

1. **What are the different types of editing?**
* Substantive editing.
* Copy editing.
* Proofreading.
* Formatting.
* References/Literature Cited.
* Other documents.
* Review.
* Glossary.
1. **What is editing in writing?**

**Editing** is a stage of the **writing** process in which a **writer** or editor strives to improve a draft (and sometimes prepare it for publication) by correcting errors and by making words and sentences clearer, more precise, and more effective.

1. **What is copy editing in journalism?**

**Copy editing** is a process that ensures that text is correct in terms of spelling, grammar, jargon, punctuation, terminology, semantics and formatting. ... They make sure any factual data in the text is accurate and that any potential legal issues are brought to the publisher's attention.

1. **What are the duties of news editor?**

 [They may work with writers to help them develop or research a story. Depending on their place of work, newspaper editors may also help **manage** space in the paper for photos, text and charts for stories. Typically these professionals give the final approval on a written piece prior to publication of the paper.](https://learn.org/articles/What_are_the_Duties_of_a_Newspaper_Editor.html) 6. **What are the roles and responsibilities of an editor?**

In many cases, copy **editors** also write headlines. ... They typically assign stories to reporters and do the first edit of the article. Managing **editors** are typically responsible for the daily operations of a publication or website and report to the executive **editor**, editorial director or **editor**-in-chief.

**7. What does an editor in chief do?**

An **editor-in-chief** can work for any type of publication, such as newspapers or magazines. They are in charge of creating editorial boards and overseeing all department **editors**. The **editor-in-chief** has the final say on what gets published and serves as the publication's representative at social functions.

 **8. What skills do you need to be an editor?**

Theyneedstrong **writing**, **interpersonal**, **listening** and **speaking** skills and must be comfortable using computers to do their job. Editors usually need a bachelor's degree in English, **journalism** or **communication**.

 **9. What are the duties of Sub Editor?**

They are responsible for ensuring the correct grammar, spelling, house style and tone of the published work. Subs make sure that the copy is factually correct and that it suits the target market. They also lay out the story on the page, write headings and captions, and may be involved with overall page design.

 **10. What do associate editors do?**

**Associate Editor** Careers. Responsibilities vary depending on the specific position, but they may include reviewing and **editing** the work of staff or freelance writers, enforcing deadlines, and overseeing the production details of one or more publications, such as newspapers, magazines, books and/or websites.

 **11. What are the roles of an editor?**

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 **12. What is the difference between editor and editor in chief?**

The **editor in chief** is the top **editor** at a newspaper or magazine. Sometimes her title is executive **editor**, but the role is the same. The **editor in chief** is ultimately responsible for the final product the company produces. A magazine's **editor in chief** may attend functions that matter to its readers.

 **13. What does a city editor do?**

A **city editor** is a title used by a particular section **editor** of a newspaper. They are responsible for the daily changes of a particular issue of a newspaper that will be released in the coming day. Mostly they stay at the publication at night and track news that happens anytime.

 **14. Who is the editor of a newspaper?**

 Newspaper editors have the daily responsibility of deciding which news stories are printed in the paper. Long before the paper is published, the editor assigns **reporters** to cover the news, checks for accuracy and fairness in the newspaper's articles and writes headlines.

 **15. What is the duty of editor?**

A duty editor (also known as Editor of the Day) in news media, such as radio and television, is a senior journalist with **editorial** and managerial duties. A duty editor acts as an editor in the absence of the news editor (compare: duty officer). In many cases, it is the duty editor who takes most day-to-day decisions.

 **16. How many types of editors are there?**

The **four** basic types of editors are developmental, substantive, copy, and proofreaders.

 **17. What is a running story?**

1 . a **story** that is continued in two or more issues of a newspaper or magazine.

 2 . a newspaper **story** received or sent to the composing room in takes.

**18. What makes a good news story?**

A **good story** is about something the audience decides is interesting or important. A **great story** often does both by using storytelling to **make** important **news** interesting. ... Journalism is a process in which a reporter uses verification and storytelling to **make** a subject newsworthy.

**19. What is a news story in journalism?**

A **news story** is a written or recorded (or, occasionally, live) **article** or interview that informs the public about current events, concerns, or ideas.

 **20. What is a feature story in journalism?**

A **feature story** is a type of soft news. The main sub-types are the news **feature** and the human-interest **story**. A **feature story** is distinguished from other types of non-fiction by the quality of the writing. **Stories** should be memorable for their reporting, crafting, creativity, and economy of expression.

**[21. What is the role of a sub editor in a newspaper?](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**

[Press](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[sub](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[-](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[editors](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[, or subs, check the written text of](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[newspapers](https://www.writersbureau.com/writing/what-is-copy-editing.htm)**[, magazines or websites before it is published. They are responsible for ensuring the correct grammar, spelling, house style and tone of the published work. Subs make sure that the copy is factually correct and that it suits the target market.](https://www.writersbureau.com/writing/what-is-copy-editing.htm)