UNIT-IV

Explain the Structure of a News paper organization

* The newspaper is an organization where cadres are fixed. Unlike any otherorganization newspapers are different in functioning because of the time limit it has, there is a chaos in the organization, everyone in busy in its work.
* To maintain the speed of the work and proper functioning of organization even newspaper need a structure, this organization structure differ from one organization.
* That means there are very few chances that two organizations have similar structure.

**Structure and Function of the organization**

**Editor in chief:**

* It is the top most position in the editorial board.
* He does not involve in day-to-day activity of a newspaper yet he controls the newspaper.
* He appoints the right person for the job.
* A good Editor in Chief would know how to use his power &influence for the betterment of the publication as well as for the betterment of the society.
* He would use his office to draw attention to humanitarian issues and fight for the cause of the oppressed & the weak.
* The Editor in Chief is the soul of the News paper.

**Resident Editor**

* The resident editor heads a particular edition of the newspaper like the Editor in Chief he is fully responsible for the entire content of the edition.
* He has a legal and moral responsibility for all that goes in the edition of his newspaper.
* The resident editor sets the policies of his office and his man job is to chalk out the plan for the growth of his edition.

**News Editor:**

* He is the head of the news desk.
* His team comprises deputy news editor, Chief Subeditor, subeditor trainee subeditor.
* As the head of the desk the news editor plays a very important role in the layout of the newspaper.
* He is responsible for the day-to- day running of a news paper.
* He Plans layout of newspaper edition.
* Receives news copy, photographs, and dummy page layouts marked to indicatecolumns occupied by advertising Confers with management and the editorial staff members regarding placement of developing news stories.

**Copy editor:**

* A book editor (sometimes known as copy editor or line editor) prepares manuscripts of books for publication.
* They may proofread manuscripts and work with authors to ensure the manuscript is suitable for publication.

**Chief Sub-editor:**

* A chief sub-editor monitors the pages of a publication and sorts through the articles to decide on those that will be included.

**Proof reader:**

A proofreader checks typeset proofs and/or computer printouts todetect errors in typesetting or keyboarding before the final printing of a publication.

**Editor Roles and Responsibilities**

**Editors of scientific journals have responsibilities toward the authors who provide the content of the journals, the peer reviewers who comment on the suitability of manuscripts for publication, the journal’s readers and the scientific community, the owners/publishers of the journals, and the public as a whole.**

**Editor Responsibilities toward Authors**

* **Providing guidelines to authors for preparing and submitting manuscripts**
* **Providing a clear statement of the Journal’s policies on authorship criteria**
* **Treating all authors with fairness, courtesy, objectivity, honesty, and transparency**
* **Establishing and defining policies on conflicts of interest for *all* involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers**
* **Protecting the confidentiality of every author’s work**
* **Establishing a system for effective and rapid peer review**
* **Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner**
* **Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons**
* **Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication**
* **Establishing a procedure for reconsidering editorial decisions**
* **Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process**
* **Informing authors of solicited manuscripts that the submission will be evaluated according to the journal’s standard procedures or outlining the decision-making process if it differs from those procedures**
* **Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts**
* **Clearly communicating all other editorial policies and standards**

# Qualities and Functions of a Sub-editor

**INTRODUCTION**

Editing is the most challenging fact of journalism. A good editors needs creative skills, command over the language, ideas to improve the copy, and correct judgment about how much importance should be given for a particular news item

**EDITOR**

* Editor is a special post for a journalist.
* A person who edits a copy of a story is called an editor.
* An editor supervises the reporters and improves his reports for publication.
* An editor also plans about what to report, how to cover and the relative importance to be given to each story.
* Every newspaper will have a set of editors, like reporters. All editors are not of the same category.
* In a newspaper, the top post is that of a Chief Editor.
* Modern newspapers have editors for every section.
* The sports editor looks after sports news.
* The feature editor looks after the features section.
* Picture editors are in charge of photographers.
* Like that business editors look after business news etc.

**SUB-EDITOR**

* Sub-editor is a person who collects reports from reporters and prepares the report to publish or broadcast.
* He also corrects and checks articles in a newspaper before they are printed.
* A big newspaper or magazine would employ several news/feature/sports editors assign work and edit a reporter/writers material for accuracy, content, grammar, and style.

**QUALITIES OF A SUB-EDITOR**

It is customary to describe desired qualities of a sub-editor separately. To be a good sub-editor one’s must be an all-rounder.

**NEWS SENSE**

* News sense is the basic quality of newsmen. News sense is essential for a sub-editor.
* He has to have news sense or nose for news to distinguish news from non-news.
* He is the first reader of a reporter’s copy and if the reporter has made a mistake he has to correct it.

**CLARITY**

* A sub-editor should have clarity of mind and expression.
* A person who is confused himself cannot tell a story to others.
* Only clarity of mind is not enough unless it is accompanied by clarity of expression.
* Without clarity of expression clarity of mind has no meaning.
* He has every right to make life miserable for a reporter who is not clear and does not write in simple language.

**ALERTNESS**

* A sub-editor should always be alert while dealing with his subjects.
* Many major news breaks in the past were possible because of alertness of reporters.
* A sub-editor has to be alert while working on news-desk.
* Lack of alertness of a sub-editor can be seen by readers in the morning for he will be leaving or introducing mistakes for everybody to see.

**SPEED**

* A person who cannot work fast cannot be a good sub-editor.
* A sub-editor has to work with speed.
* He cannot sit with a copy for long.
* He has to do swiftly whatever is required of him for a lot more copy is waiting for him.
* He should think fast, decide fast and write or type fast for he has to meet deadlines or may have to go to another assignment.

**CURIOSITY**

* Sub-editors should have an insatiable curiosity.
* This characteristic will keep on improving a sub-editor for with every passing day a curious sub­editor will have a better background to do his job the next day.
* Reporters and sub-editors should read as much as possible to constantly improve their awareness level.

**BI-FOCAL MINDED**

* Sub-editor must be a bi-focal mind.
* By bi-focal mind we mean that a person observe a fact in two ways one from very close and other far from sight.
* It means that the sub-editor should have the ability to catch any mistake in a story.

**Skepticism**

* It is another necessary quality which a sub­editor should cultivate.
* He should not take anything for granted.
* He should have an unwavering posture of doubt until faced with undeniable proof.
* Reporters should be more vigilant for many forces constantly try to use them, and through them their paper.
* Many people try to plant on reporters a wrong story for their own ends.
* Sub-editors should also be careful for some clever politicians, public relations men and product advertisers keep on trying to take them for a ride.
* They should not fail to check even reporters, copy for such foul play.

**OBJECTIVITY**

* Sub-editor should aim at objectivity while dealing with a story.
* They should not allow their personal bias or ideas to creep into a story.
* They should not take sides but try to cover all the different viewpoints to achieve balance in the story.

**ACCURACY**

* A sub-editor should strive for accuracy.
* He should check and re-check his facts till he is satisfied that he has them accurate. The role of a sub-editor is to check for accuracy.
* It is particularly important when background is involved.
* In the case of dates and names the reporter may rely on his memory but the sub-editor must check them from reference material available in the newspaper office.

**PUNCTUALITY**

* It is a good habit. It is always better to be punctual and then wait than reach late and ask others—a rival may misinform you or hide some important information.
* At the desk too punctuality pays. If a sub-editor is punctual he will be treated with respect by his co-workers.
* If he is late he will irritate them and spoil the working atmosphere.

**VAST KNOWLEDGE**

* All other things being equal reporters need additional qualities to deal effectively with all sorts of people they meet in the field.
* Sub-editors should have better command over language as they improve what reporters write.
* The sub-editors should keep up-date information and vast knowledge about home and abroad.
* Keep up to date with sector issues, by reading related publications. Adapt all these skills for a publication’s website.

**CREDIBILITY**

* A report should be credible. Before writing or editing, the sub-editor should crosscheck the facts and figures.
* Mistakes can creep in when work is done in haste.
* It is always better to revise the copy before sending to publish or broadcast.

**IMAGINATION**

* This basic mental faculty helps reporters in writing better stories that retain the reader’s interest.
* For a sub-editor this creative faculty is very useful as he can add sparkle to somebody else copy and make it lively.
* Besides, imaginative headlines attract the reader and improve the quality of a newspaper.

**TACTFULNESS**

* A sub-editor should be tactful.
* He should have the ability to handle sensitive people and situations gracefully without causing hurt or angry feelings.
* He should be considerate of others and should be careful not to embarrass, upset or offend them.
* He should have an understanding of human behavior and emotions.

**SELF-DISCIPLINE**

* One can achieve a degree of proficiency in sub-editing or reporting by systematic effort and self-control.
* In this sense self- discipline suggests dedication and firm commitment.
* It helps in journalism as in any other field.

**CALMNESS**

* Sub-editors often work in trying circumstances.
* They have to remain calm and composed in most exciting and tragic circumstances.
* Reporters and sub-editors are human beings.
* They have emotions but they have to stifle them in the face of disturbing influences—they have to develop resistance to excitability.
* Sub-editors should develop a temperament to work under pressure of deadlines.

**FEARLESSNESS AND FRANKNESS**

* These qualities help sub-editor in asking unpleasant questions and taking risks to find out truth.
* Nobody gives a story on a platter.
* He will have to probe, question, authenticate and exercise his power of deduction to write a good story.

**DILIGENCE**

* Sub-editors should be diligent.
* . They have to make extremely fine distinctions while writing or editing copy a sub-editor should insist on perfection and should lose his job for he can make or impair the newspaper.
* These qualities are basically qualities of good and efficient human beings.
* Good and efficient human being makes good and efficient sub-editors and reporters.

**INTEGRITY**

* It is a virtue in itself and implies undeviating honesty and strict adherence to a stern code of ethics.
* This human quality is important for journalists.
* It is more important for reporters for they are more exposed to temptation as compared to sub-editors.

**FUNCTIONS OF A SUB-EDITOR**

* Sub editing is a practice that involves correcting any mistakes in an article and enforcing efficiency.
* Like other journalism roles, sub-editing is demanding and requires constant attention to detail within a fast-paced working environment.
* Sub-editors work on national and local newspapers, magazines and online publications.

**COPY EDIT AND DEVELOPMENT**

* Sub-editor edits copy, written by reporters or features writers, to remove spelling mistakes and grammatical errors then construct a develop story.
* The reporter’s job is to write the story as quickly as possible with all the facts and figures.
* There can be spelling mistakes, mistakes in sentence construction, grammar and factual mistakes.
* If the sub editor finds a portion of the report ambiguous or incorrect or doubtful he has to cross check it with the reporter.
* Edit reports and press releases.

**WRITE A HEADLINE**

* The sub editor then has to find a good headline for the story and writing headlines that capture the essence of the story or are clever or amusing.
* The headline should be sharp, attractive, crisp and convey the spirit of the story.
* The headline should compel the reader to stop and read the whole story.

**FOLLOW IN HOUSE POLICY**

* Sub-editors are responsible for overseeing the content, accuracy, layout and design of newspaper and magazine articles and making sure that they are in keeping with house style.
* Every media house has its own policy and ethics.
* The media house contains and maintains their own goals, rules, and regulation.
* Every media follows their several news, advertisement, and page makeup policy.

**PAGE MAKEUP/LAYOUT OF PAGES**

* Page layout or page make up is an art.
* Each newspaper has a different layout though all have eight columns in each page.
* Types or fonts used by newspapers also differ from paper to paper.
* Every sub editor has to learn the typefaces available in the paper and the layout pattern adopted.
* Preparing the page of the newspaper is called page making.
* Picture editing also involves placing the picture in the correct position in the page. It is part of the page layout.
* Usually in the front page, only very important news pictures will find a place.

**USE PICTURE PHOTOGRAPH OR GRAPH**

* The sub editor now has to see if there is a possibility for including photographs along with the news item.
* Pictures or graphs can improve the visual quality of a report.
* Photography is an integral part of the media.
* Whether a newspaper or news weekly or news channel or a news portal, photography is essential to give it the visual impact, effect and authenticity.

**WRITE CAPTION**

* When you see a photo in the newspaper you look for what is written under it.
* This writing under a photo is called the catchword or caption.
* When photographers file photos, it is the job of the sub editor to write the appropriate caption.
* Cropping photos and deciding where to use them for best effect, and writing picture captions.
* A good caption can improve the impact of the picture.

**RE-WRITE NEWS STORY**

* Rewriting material needs that it flows or reads better and adheres to the house style of a particular publication.
* Ensuring that, a story fits a particular word count by cutting or expanding materials as necessary.
* Checking facts and stories to ensure they are accurate, adhere to copyright laws, are not libelous or go against the publication’s policy.
* Working to a page, plan to ensure that the right stories appear in the correct place on each page.

**VALUE ADDED**

* The next job of the sub editor is to value add the report.
* If some background material has to be added, he has to collect it from the library and improve the story.
* For example, if a report is filed on a train accident killing ten people, the sub editor can improve the story by collecting information about other major train accidents that happened recently.

**GIVE A BYLINE**

* Another important decision an editor has to take is about giving a byline or credit to the story.
* Normally bylines are not given for particular stories. But if a reporter files an exclusive story then it should appear with his byline or name so that he gets individual credit for the story.
* The decision of giving a byline to a reporter for a particular story is taken by the news editor.
* But a sub editor who edits the story can always suggest to the news editor about giving that story a byline.

**PROOF READING**

* Proofreading complete pages produced by other sub-editors using the main basic proofing symbols.
* Checking facts and stories to ensure they are accurate, adhere to copyright laws, are not libelous or go against the publication’s policy.
* When a news ready to go for publication the sub-editor should check the spelling, grammar, punctuation and so on.

**TRANSLATE THE STORY**

* Translation a copy is a vital job for the sub-editor.
* To translate the news story is a significant function of a sub-editor.
* There are many news sources, news agencies and institutions around the world from where the news media collect information to publish or broadcast.
* This type of information usually written in English.
* Besides this the press note, press releases are almost publish in English.
* The sub-editor needs to translate these types of information for the readers benefit.

**CONCLUSION**

Editing is a process by which a report is read, corrected, modified, value added, polished, improved and made better for publication. Condensation is also part of editing. The editor also decides whether photographs or other images or graphs should be used along with the report

## What Are the Different Types of Editors?

Selecting the right editor for your project depends on your needs and, sometimes, your budget. You’ll want to familiarize yourself with the different roles editors can

play in getting an article or a book published.

### 1. Beta Reader

Beta readers are generally those people you let look over your writing to get their opinion. Many authors may ask for beta readers and create a questionnaire for the readers to get early feedback on a story. You want to find beta readers if you are an author looking for feedback from the general public for your work.

### 2. Proofreader

Proofreaders look over content after it has gone through other stages of editing. Proofreaders often only look for glaring mistakes in grammar and punctuation, and they may give little feedback as to quality or content development. You want to hire a proofreader if you are concerned about spelling, punctuation or grammar mistakes, such as in articles or resumes.

### 3. Online Editor

The term “online editor” includes anyone you can find online to look over your content. These editors are most likely freelancers, and their skill sets may vary. If you plan on hiring an online editor, first make sure he or she is well-versed in the type of editing you are looking for.

### 4. Critique Partner

A critique partner tends to be a writer or published author who looks over a story and helps another writer or aspiring author to raise the quality of his or her work. A CP may act more as a coach than an editor. You want a critique partner when you need guidance on developing a story for publication.

### 5. Commissioning Editor

Also known as an acquisition editor, a commissioning editor is the one who looks for books or articles for publication. This is the person to talk to if you’re looking to get a book published or if you’re a freelance writer and want to pitch an [article or blog](https://www.bkacontent.com/content-shop/) to a particular site or company.

### 6. Developmental Editor

Developmental editors act as coaches for writers to get a story ready for publication. When you need guidance on moving your story forward, developmental editors should be able to help. They may also spend some of their time ghostwriting.

### 7. Content Editor

Content editors look at everything the writing encompasses. With books, they look over the story and make changes as necessary to the plot, characters, setting and so forth. In journalism or online publications, a content editor ensures the article scope is accurate for its audience and subject matter.

### 8. Copy Editor

Copy editors, also known as line editors and sometimes as content editors, usually look at everything from facts to grammar and formatting. These editors can do it all.

### 9. Associate Editor

Associate editors often work for newspapers or magazines. Another term for this position is “section editor.” An associate editor often has the same responsibilities as an acquisition editor; he or she is in charge of seeking out stories or content for publication.

### 10. Contributing Editor

Contributing editors tend to contribute their services to a magazine or newspaper and may also be referred to as a roving editor. In the journalism industry, a contributing editor is sometimes called an editor-at-large.

### 11. Chief Editor

Also known as an executive editor, the chief editor is the person overall in charge of an article, story or other content. The chief editor is the one who looks over the final product to ensure it meets company standards and approves it for release.

### 12. Editor-in-Chief

The editor-in-chief is generally the person who oversees the editing department and manages all of the other editors for the company. The EIC is also responsible for maintaining the voice of the company and upholding its philosophy and mission. Publishing companies sometimes refer to editors-in-chief as editors-at-large, which essentially means they can work on whatever project they choose to.