

The Copy Editing And Headline Handbook

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Editing the Day's News
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Principles of Editing
Editing the Day's News
Editing the Day's News
On-line Editing
Weekly Newspaper Writing and
Editing
Electronic Age News Editing
Editing the Day's News
Creative Editing
Editing the day's news
High-school Reporting and Editing
Headlines and Deadlines
Editing for Clear Communication
Editing Your Newsletter
News Editing
Editing in the Electronic Era
The Process of Editing
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Dorothy A. Bowles Carl G. Miller Robert E. Garst Thom Lieb Mark Beach
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everyone in the newsroom agrees that copy editors are the unsung heroes in the business who until now have never had a succinct and authoritative guide for on the job use from counting the headline to line breaks from decks to jumps from editing numbers and photo captions to editing for organization the copy editing and headline handbook is the complete source of essential information for the

copy editor whether copy editing on a computer or on the printed page for a newspaper or for a magazine barbara ellis shows how to clean organize and proof copy like a pro with special sections on libel captions forbidden words job hazards and head counts as well as a section of the most commonly used symbols in copy editing and proofreading the handbook is essential for every copy editor s bookshelf

covering all the bases from line editing to creative editing to display editing principles of editing is a hands on practical reference its student friendly approach blends the basics of how to become a master wordsmith with the fundamentals of designing an aesthetically pleasing newspaper it offers insights into the ever changing role that the editor plays in today s newspaper the text is further enhanced by special sections on law and ethics which provide the background knowledge necessary to supplement editing technique

the author stresses that although computerization streamlines and facilitates the news gathering process editors must be even more exacting and visually aware than before to ensure a quality result

creative editing has been consistently praised by reviewers for its comprehensive coverage excellent organization and currency of issues relevant to editing copy the fourth edition continues to live up to this reputation through consistent reinforcement and practical application of editing concepts the book covers all aspects of editing for print and online media and provides ample practice exercises for students to demonstrate that they know how to apply principles from the text this book does not assume that students understand grammar fundamentals it starts with basic language skills and leads students through every phase of a professional copy editor s job the book s textbook workbook approach allows students to practice their skills as they learn this edition covers editing as it relates to public relations digital editing for sources and magazine editing in addition it includes separate chapters on communications law and ethics along with exercises designed to help students understand practical applications of legal and ethical principles

a handbook meant to explain the technique of copy editing and the best standards of the metropolitan press to journalists includes a section on editing copies and another on writing headlines with a condensed list of abused words and headline vocabulary of related words appended

this practical guide to editing is aimed at students of journalism and mass communication it includes examples from various print media preparing students for jobs on newspapers magazines and newsletters and in advertising and public relations workbook exercises are included for each chapter and there are also end of chapter grammar school sections covering spelling sentences phrases clauses and punctuation topics covered include ethical issues legal issues sensitivity and taste and editor s corner sections introduce students to an editor in the communications field who discusses how the topic in question is important in his or her work visual examples are provided throughout the text including photographs cartoons and pages from actual newspapers magazines and newsletters

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