



**Semester 2<sup>nd</sup>**

**Core Paper-**

**MCJ-18201CR:**

**EDITING IN PRINT**

**Unit-I**

Newspaper Organization, Divisions/departments: Hierarchy and Roles  
Inside the Newsroom: Organization and operation, News flow from reporters, agencies, internet, other sources  
Responsibilities of Chief News Editor, Chief Copy Editor and Copy Editor

**Unit-II**

Editing: Meaning, purposes, principles  
Rewriting stories  
Rewriting Press releases, Speech drafts, Organizational reports  
Stylebooks: AP  
Print Media Terminology

**Unit-III**

Defining Editorial  
Functions of Editorial  
Classification of Editorials  
Critical reading of editorials from local, national and international Press

**Unit-IV**

Headlines- Functions, Techniques  
Different kinds of headlines  
Basics of Layout and Design of newspaper page  
Different design elements—sidebars, boxes, blurbs, infographics  
Editing Softwares: Functions and uses

**2<sup>nd</sup> semester**

*MCJ-18201CR: Editing—Print*

*Total Marks: 100 (Term Examination: 80, Continuous Internal Assessment: 20)*