

Editing

JOURNALISM 61-224, Section A

(8 to 10:10 a.m., Monday and Wednesday; Clow 148)

Fall semester, 2006

Mike Cowling, professor; Office: Clow 106K

Telephone: 424-7144; E-mail: cowling@uwosh.edu or cowling@nytimes.com

Office hours: Monday and Wednesday, 10:15 to 11:15 a.m.;

Tuesday and Thursday, 9:30 to 10:30 a.m.; and by appointment

BACKGROUND:

You must have successfully completed Journalism 61-221, and:

** Be able to gather information from sources and to produce comprehensive news stories that meet basic format and style requirements.

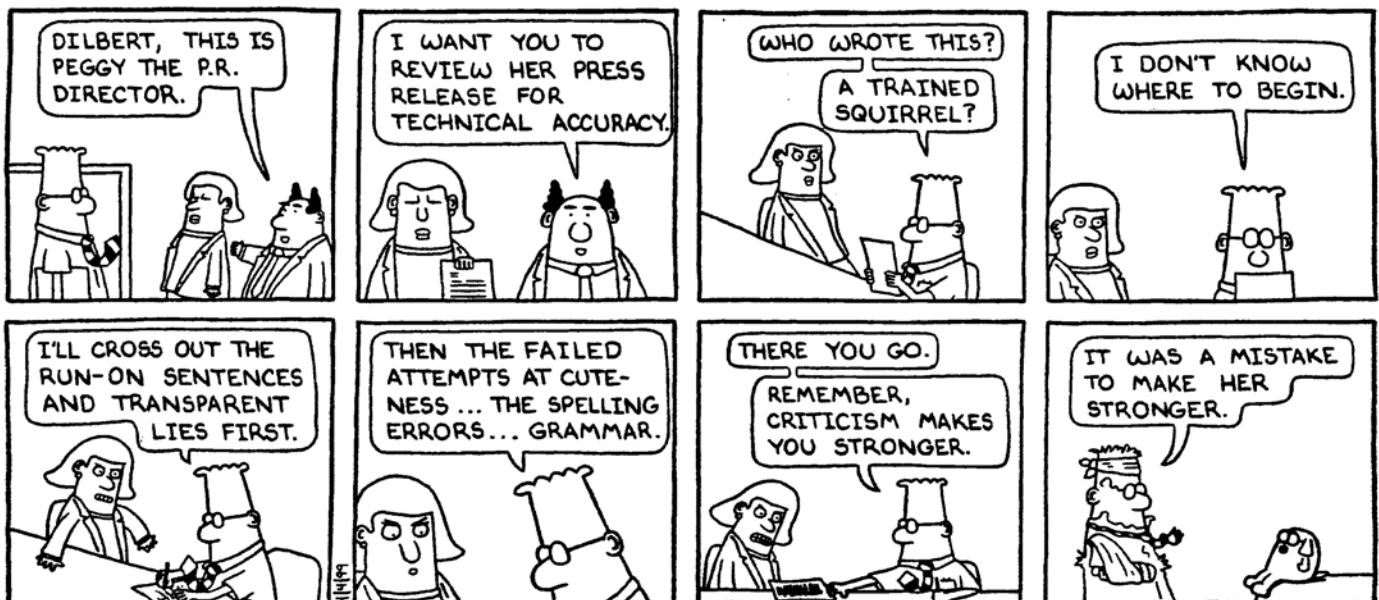
** Be able to prepare news stories that demonstrate a command of proper grammar, spelling, punctuation and word choice.

** Have a basic understanding of and be able to apply the terminology of news writing (terms such as accuracy, active voice, attribution, balance, direct quotes, paraphrasing, organization, localizing and editorializing).

COURSE CONTENT:

This course will provide you instruction and practice in improving copy, writing headlines, handling photographs and captions, and understanding basic page design concepts. At the conclusion of the course you should be able to:

** Make efficient use of the Associated Press Stylebook and Briefing on Media Law, and other important reference sources.



** Demonstrate an ability to evaluate and improve the copy of others, scanning it for inaccuracies, for missing content, for less than maximum power of words and for errors in usage, punctuation and spelling.

** Demonstrate skills in rewriting leads and reorganizing stories.

** Understand wire and news services and be able to process their copy.

** Demonstrate skill in making news judgments and in recognizing potentially unsubstantiated, fabricated and libelous story content.

** Demonstrate an ability to create effective headlines that are fundamentally sound in composition and grammar, and accurately measured.

** Make informed judgments in selecting photos, and writing captions.

** Create and edit word graphics and visualize maps and illustrations.

** Conceptualize and design basic page layouts.

** Utilize and edit copy for news Web sites.

** Understand the value of diversity in news coverage.

CLASS WORK AND ASSIGNMENTS:

** Class time will be divided between instruction and preparation for realistic application of the study units. Several laboratory sessions will require that you complete editing assignments in a controlled setting.

** Class time at the end of the semester will be devoted to work on an editing project, which involves using all skills learned throughout the course.

GRADES:

** Your performance on three exams, the editing project, and laboratory-homework assignments and quizzes will account for the course grade.

** The grade breakdown will be: Scheduled exams, 50 percent; laboratory work, homework and quizzes, 20 percent; editing project, 30 percent.

** Grades will be based on a point system. The course grade will be determined as follows: 91 percent average and above, A; 88 to 90, A,B; 81-87, B; 78-80, B,C; 70-77, C; 65-69, D. **NOTE: You must get a "C" or better in editing, or you will be required to take this course again.**

POLICIES:

** Regular, on-time attendance is important in a lab class. You cannot expect to improve your skills if you are not here to do the work and receive help. Absences will affect the quality of your work, and thus your grade.

** Makeup tests will not be given routinely and you will not be permitted to make up credit for missed assignments unless you have promptly notified the instructor of an illness or an unusual personal circumstance. One letter grade will be deducted each calendar day that an assignment is late.

ACADEMIC HONESTY:

Do not cheat, fabricate, or plagiarize copy. Such action will result in an “F” grade, and possible dismissal. **NOTE:** See details below.

REQUIRED TEXTS AND CLASS ITEMS:

** Anthony R. Fellow and Thomas N. Clanin, Copy Editors’ Handbook for Newspapers, Morton Publishing Co., 2nd Edition, 2003.

** Associated Press Stylebook and Libel Manual, 2005 or later edition.

** You will need a notebook and folder for handouts and exercises. Later you also will need a photo sizing wheel and a ruler.

From the UW-Oshkosh Student Discipline Code

UWS 14.03 Academic misconduct subject to disciplinary action

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation;

(b) Uses unauthorized materials or fabricated data in any academic exercise;

(c) Forges or falsifies academic documents or records;

(d) Intentionally impedes or damages the academic work of others;

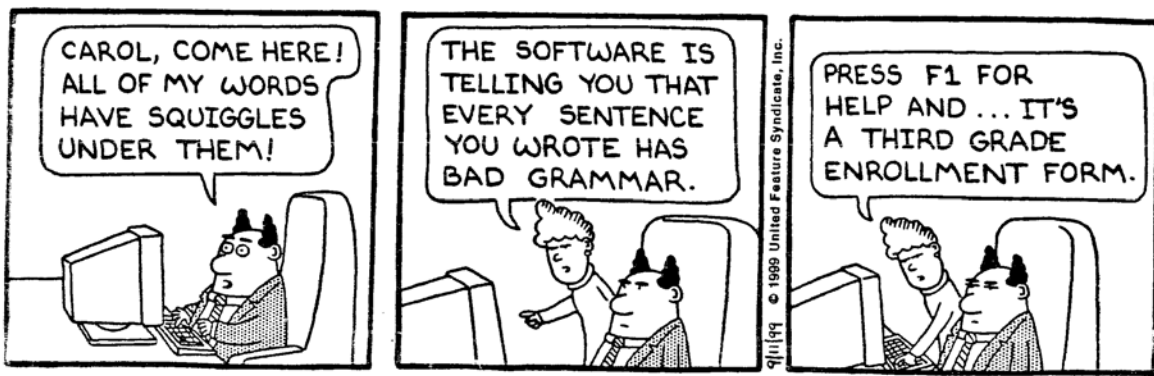
(e) Engages in conduct aimed at making false representation of a student's academic performance; or student's academic performance; or

(f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

EDITING COURSE CALENDAR

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| Sept. 6 | Discussion: | Copy desk functions Print vs. Internet editing; sites |
| | Assignment: | Read Chapters 1 and 2 in textbook AP style--Abbreviations Web news site duties, class report |
| Sept. 11, 13 | Discussion: | How editors deal with copy, photos Editing for clarity--misused words/ wordiness/grammar/redundancies |
| | Lab: | Word usage exercises Abbreviations Web news site reports |
| | Assignment: | Read Chapter 3; Reference sources AP style--Capitalization |
| Sept. 18, 20 | Discussion: | Improved wording, precision editing |
| | Lab: | Continue word usage exercises Capitalization |
| | Assignment: | Read Chapter 4 AP style--Punctuation References exercise |
| Sept. 25, 27 | Discussion: | Finish word usage exercises Better leads, attribution References exercise due |
| | Lab: | Leads, sentence structure Punctuation |
| | Assignment: | AP style--Numerals Read Chapter 5 |
| Oct. 2, 4 | <u>EXAM:</u> | Covers discussion and labs to date, except AP style |
| | Discussion: | Organizing, editing body of story/ missing facts/space concerns |
| | Lab: | Numerals Ethics and diversity in editing |
| | Assignment: | AP style--Miscellaneous items Read Chapters 6 and 7 |



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| Oct. 9, 11 | Discussion: Lab: | Dealing with wire news Wire stories and news service copy Miscellaneous style Assignment:Read Chapter 9 |
| Oct. 16, 18 | EXAM: Discussion: Lab: | AP style Introduction to headline writing Work on wire/news service copy |
| Oct. 23, 25 | Discussion: Lab: | Continue headline writing Headline writing practice Assignment:Read Chapter 10 |
| Oct. 30, Nov. 1 | Discussion: Lab: | Pictures and captions Finish headline writing practice Use of photographs in layouts Cropping and sizing pictures Assignment:Read Chapter 11 |
| Nov. 6, 8 | EXAM: Discussion: Lab: | Covers headline writing Graphics; pictures/writing captions Creating and compiling graphics Assignment:Read Chapter 12 |
| Nov. 13, 15 | Discussion: Lab: | Design and page layout Page 1 and open pages Layout tools, rules and guidelines |
| Nov. 20 | Discussion: Lab: | Continue page design elements Work on refining page layouts |
| Nov. 27, 29 | Discussion: Lab: | Design challenges on inside pages Inside and partial pages; packaging |
| Dec. 4, 6 | Discussion/lab: | Editing project/begin initial work |
| Dec. 11, 13 | EDITING PROJECT | |