

Editing

61-224-B09C / Fall 2007

*10:20 a.m.-12:30 p.m. Tuesdays and Thursdays
Clow 148*

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OFFICE HOURS 10:20 a.m.-noon Mondays
9:30-10 a.m., and 12:40-1:40 p.m. Tuesdays
8-10:10 a.m. Thursdays
By appointment

REQUIRED TEXTS

Copy Editors' Handbook for Newspapers, by Anthony Fellow and Thomas Clanin,
Morton Publishing Co., 2003.
Associated Press Stylebook and Libel Manual

RECOMMENDED TEXT:

Visual QuickStart Guide: InDesign CS or CS2 for Macintosh and Windows, Sandee
Cohen, Peachpit Press,

OTHER CLASS SUPPLIES

- A ruler
- Pencils and eraser
- Flash drive

BACKGROUND

You must have successfully completed Writing for the Media (61-221), and should have a proficiency in these areas:

- Be able to gather information from sources and produce a comprehensive news story that meets 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 attribution, inverted pyramid organization, direct quotes, paraphrasing, active voice, localizing and editorializing).

COURSE CONTENT

Editing is designed to give you instruction and practice in improving copy, writing headlines, handling photographs and cutlines, and designing pages. At the end of the course you should be able to:

- Make efficient use of the Associated Press Stylebook and other reference sources.
- 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 compiling copy, rewriting leads and reorganizing stories.
- Understand the functions of wire copy and be able to process wire copy.
- Make solid news judgment and recognize potentially libelous content that could place the journalist in legal jeopardy.
- Understand multicultural issues in journalism, including making sure sources reflect necessary diversity.
- Create effective headlines that are fundamentally sound in composition and grammar, and accurately measured.
- Conceptualize and create effective page designs.
- Make informed judgments in the use of photographs, and write cutlines or captions.
- Use desktop publishing software to create newspaper pages.
- Demonstrate a knowledge of publications as organizations.

Because this is a prerequisite course for further journalism study, you must earn at least a C grade to continue in the major or minor.

CLASS EXPECTATIONS

Each day's reading assignment should be done before you come to class. Your presence in class is important, both for the sake of your own grade and for what you contribute to others. If you miss a class, you are still responsible for that day's material. In general, you will not be able to make up missed quizzes, exams or other assignments unless you notify your instructor before class meets and provide an acceptable excuse such as illness, participation in university activities at the request of university officials, etc.

LIBERAL ARTS EMPHASIS

Editing is offered through the UW Oshkosh College of Letters and Sciences, the liberal arts college of our campus. A liberal arts education transcends preparation for specific careers, providing general knowledge and allowing students to develop intellectual capacities and make sound news judgment when editing copy, laying out pages, and deciding on appropriate artwork. Specifically, a liberal arts education:

- Prepares students to be responsible citizens who understand and contribute to the changing world in which they live.
- Exposes students to a broad spectrum of knowledge about the human experience and the natural world, from contemporary science to literature, music and art.
- Enhances the skills of communication and critical thinking.
- Challenges students to appreciate their cultural heritage, to be sensitive to diverse traditions and opinions and to value truth.
- Encourages students to develop a lifelong commitment to inquiry.

CLASS WORK AND ASSIGNMENTS

Class time will be divided between lecture and labs. An editing project will be a key task of the course. Class time at the end of the semester will be devoted to work on this project, which involves using all the skills learned throughout the course. You will be selecting stories using sound news judgment, editing stories for grammar, AP Style and more, picking out graphics and photos and sizing them, writing headlines and cutlines, and laying out the pages (A1 and A2, the jump page) in Adobe InDesign. You will need to work on the project outside of class to complete it on deadline. It will account for 20 percent of your grade.

A midterm, primarily on grammar and AP Style, is worth 20 percent of your final grade. In addition, two exams, which will include glossary terms, will be given during the semester on assigned readings, handouts and lectures. Each is worth 10 percent of your final grade.

You will also critique the Advance-Titan for nine weeks; the critique is worth 15 percent of your grade. Your comments are due on the D2L Discussion Board by noon on Fridays from Sept. 21 through Nov. 16. Each week, different members of the class will serve as a kind of “Shadow” editorial board and respond to the comments from the class. Each student will be a “Shadow” editor at least twice during the semester.

Lab exercises and other homework will account for the remaining 25 percent of your grade.

GRADING

Your performance on exams, the editing project and assignments will determine your grade. The grade breakdown is:

- Midterm — 20 percent
- Two scheduled exams — 10 percent each or 20 percent total
- Editing project — 20 percent
- Advance-Titan critiques — 15 percent
- Homework/lab work — 25 percent

Grades are based on a point system. The course grade will be determined as follows:

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|-------------------|--------------------|
| •A — 93 and above | •C — 70-75.9 |
| •A/B — 89 to 92.9 | •C/D — 65-69.9 |
| •B — 83-88.9 | •D — 60-64.9 |
| •B/C — 76-82.9 | •F — 59.9 or below |

ACADEMIC HONESTY POLICY

Don't cheat. The university has rules and procedures that could lead to severe disciplinary action, including expulsion, for academic misconduct.

The university's student code of discipline states that “examples of academic misconduct, include, but are not limited to: cheating on an examination; collaborating with others in work to be present, contrary to the stated rules of the course; submitted 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 whose name appears on the work.”

SPECIAL UNIVERSITY SERVICES

The UW Oshkosh is committed to providing reasonable accommodations to students with special needs. Contact the Dean of Students at 424-3100 (voice) or 424-1319 (TTY). The Web site is <http://www.uwosh.edu/dean/disabilities.htm>.

COURSE CALENDAR

Date	Topics	Reading
Sept. 6	<u>Discussion:</u> Introduction, copy desk functions, determining news	
Sept. 11	<u>Discussion:</u> Diversity, Copy Editor Tools <u>Lab:</u> Diversity Worksheet	Ch. 1 & 2 in Fellow A&B in Stylebook.
Sept. 13	<u>Discussion:</u> Editing for Grammar <u>Lab:</u> Grammar worksheets	Ch. 3 in Fellow C&D in Stylebook
Sept. 18	<u>Discussion:</u> Editing for Precision and Accuracy <u>Lab:</u> Accidents, Reword	Ch. 4 in Fellow E-H in Stylebook
Sept. 20	<u>Discussion:</u> Editing for Language <u>Lab:</u> Kidnap, traffic accident	Ch. 5 in Fellow I-L in Stylebook
Sept. 25	<u>Discussion:</u> Editing for Style, Leads <u>Lab:</u> Simplify leads, Word Usage 1 & 2, Ex. 5: Minimum Wage Bill	Ch. 6 in Fellow M-P in Stylebook
Sept. 27	<u>Discussion:</u> Editing for Legal and Ethical Issues <u>Lab:</u> Alpine Shooting	Ch. 8 in Fellow Q-R in Stylebook
Oct. 2	<u>Discussion:</u> Words and Images on the Web <u>Lab:</u> Producing Web content, Flash exercises	Ch. 13 in Fellow S-T in Stylebook
Oct. 4	<u>Discussion:</u> Editing and Selecting Wire Copy <u>Lab:</u> Dentist and Fatal Fire	Ch. 7 in Fellow U-V in Stylebook
Oct. 9	<u>Discussion and Lab:</u> Review of AP Style, Grammar & More	W-Z, Punctuation in Stylebook
Oct. 11	<u>MIDTERM: GRAMMAR, AP STYLE & MORE</u> <i>(You may use your AP Stylebook. Exam will also cover discussions, labs and books to date)</i>	
Oct. 16	<u>Discussion:</u> Headlines I <u>Lab:</u> Headlines A <u>Handout:</u> Final Editing Project	Ch. 9 in Fellow
Oct. 18	<u>Discussion:</u> Headlines II <u>Lab:</u> Headlines B <u>Assignment due Oct. 23:</u> Heads C	
Oct. 23	<u>Discussion:</u> Headlines III, Cutlines I <u>Lab:</u> Headlines D, Cutlines A	

Oct. 25	<u>Discussion:</u> Headline Writing IV, Cutlines II <u>Lab:</u> Heads Review, Cutlines B	
Oct. 30	<u>Discussion:</u> Headline Writing V, Cutlines III <u>Lab:</u> Writing headlines, cutlines	
Nov. 1	<u>EXAM: HEADLINES, CUTLINES</u>	
Nov. 6	<u>Discussion:</u> Using Photos I: Selecting, Cropping, etc. <u>Lab:</u> PhotoShop exercises	Ch. 10 in Fellow
Nov. 8	<u>Discussion:</u> Desktop publishing <u>Lab:</u> InDesign exercises	
Nov. 13	<u>Discussion:</u> Open page design I, Creating Infographics <u>Lab:</u> Page 1 layout, paper dummy and InDesign <u>Assignment due Nov. 20:</u> What's on Your Mind, page 255	Ch. 11-12 in Fellow
Nov. 15	<u>Discussion:</u> Open page design II <u>Lab:</u> Page 1 layout, paper dummy and InDesign	
Nov. 20	<u>Discussion:</u> Open page design III <u>Lab:</u> Open page layout, InDesign	
Nov. 22	<u>THANKSGIVING BREAK</u>	
Nov. 27	<u>Discussion:</u> Inside page design <u>Lab:</u> Inside page layout, paper dummy & InDesign <u>Due:</u> Editing Project Stories (5)	
Nov. 29	<u>Discussion:</u> Inside page design II <u>Lab:</u> Inside layout, InDesign	
Dec. 4	<u>EXAM: LAYOUT OF OPEN & INSIDE PAGES</u> <i>(You will do layouts in InDesign, and should have time to work on your final editing project once you have completed the exam.)</i>	
Dec. 6	<u>WORK ON EDITING PROJECT</u>	
Dec. 11	<u>EDITING PROJECT DUE AT END OF CLASS</u>	
Dec. 13	<u>EDITING PROJECTS HANDED BACK</u>	