

## Newspaper, magazine and book editors

Editing is a crucial step in the publishing industry that can be performed by in-house people or by hired professionals, who work as freelance or for specialised editing firms, as it is increasingly common.

### What is editing?

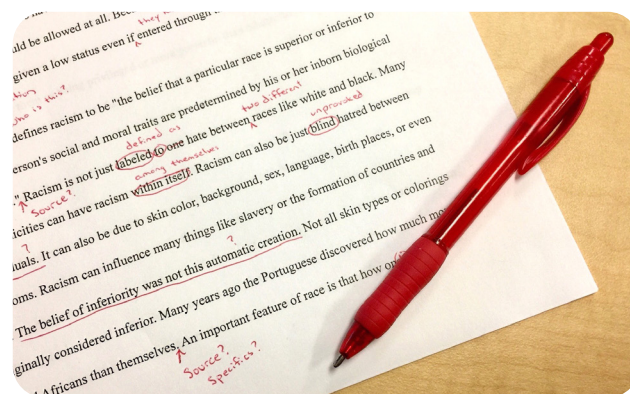
Substantially, it consists in modifying a written text in order to ensure its accuracy, consistency and correctness. It requires creativeness, competence, organisation and skills in human relations. It is long work that starts with the author's ideas and continues throughout the process of writing with a continuous interchange between author and editor until the publication.

### Editors' hierarchy

Even though most of what editors do is similar in any kind of editing, some of the tasks they perform may be different, depending on the company they work for and on the type of publications. In small companies, due to the presence of a limited number of editors, there aren't many differences or rigid hierarchies. In bigger companies, instead, there are more positions, starting from editorial assistants and going up through senior editors and managing editors to senior executive editors, also called chief editors, who are in the top position and are responsible for the final publication.

### The role of copy editors

Editors in charge of correcting spelling and grammar mistakes are called copy editors. Newspaper copy editors also write headlines and check the fairness and style of the article (which must reflect the newspaper policy) besides designing pages and choosing news stories. If they are in charge of the layout of the page, they are layout/design/makeup editors. In magazines



there may be contributing editors too, that is to say external people who constantly contribute to the publications with their work.

### Book editors

In the book publishing industry, the role of acquisition or commissioning editors and of sponsoring editors is crucial, as the first ones are in charge of recruiting authors and the last one of finding good ideas to submit to suitable authors. In addition, in the field of scholarly books, there are project or production editors who are also responsible for the budget and the schedule, and copy or manuscript editors, who prepare the copies for the printed form. As to scholarly journals, there is also the role of authors' editors, whose task is working with authors for the draft of articles that suit the needs of the journal.

### Technical editing

When the topics of the publication are technical, editing involves not only form and language but also specific content that must be correct and coherent and mustn't conflict with current technical or scientific knowledge. That is why editors with a sound specific competence in the field are the most suited to the job.

## 1 Answer the questions.

1. Who employs editors?
2. What are the common features of editors' work?
3. What types of editors may big companies employ?
4. What does the job of copy editors consist in?
5. Are contributing editors part of the company staff?
6. Who are acquisition editors?
7. Who are sponsoring editors?
8. What do project or production editors do?
9. Who are the editors working in the field of scholarly journals?
10. Who are the best editors as far as technical editing is concerned?

## 2 Read this passage and complete it with these words.

academic • deputy • experience • issues • local • online • papers • public • secretarial • section writer • skills • sources • sub-editors • suited • tabloid • understand

### It Takes Time to Become a Journalist

Becoming newspaper journalists, either on paper or **1.** ....., isn't very simple, as it requires entering hard competition. Lots of people, in fact, are attracted to the job as it gives plenty of opportunities and the possibility of being highly influential with the **2.** ....., determining not only their trends but also their political choices.

To start with, you need an **3.** ....., degree, but that isn't enough. You also need very good **4.** ..... at writing as well as personal attitudes and resilience to cope with a probable series of failures without giving up.

What makes it a bit easier, though, is the abundance and variety of **5.** ..... to choose from, starting from national to regional or local ones, from quality to **6.** ....., dealing with different themes and **7.** ..... such as finance, politics, local news, gossip, etc. It often happens to start with **8.** ..... newspapers and then go up the ladder to more important ones, even the main ones in big cities.

It is also quite common to start the career as **9.** ..... or editorial assistants. All journalists have to look for information and stories, accurately checking the **10.** ..... in order to write interesting articles but, at this stage, you will mainly have to do administrative and **11.** ..... work. Even though that is not what you could expect, that gives you the chance to acquire **12.** ....., see what successful journalists do, **13.** ..... the secrets of the job, meet interesting people and find better opportunities. If you are **14.** ..... to the job, you will surely grow in little time. From here, in fact, you move on and become a chief sub-editor, a **15.** ....., a reporter or a correspondent and later even you can a **16.** ..... editor or an editor.