



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

PAPER-III

EDITING AND LAYOUT DESIGNING



EDITING AND LAYOUT DESIGNING

Paper III



SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY

Gwalior, MP
INDIA

Syllabus

Editing and Layout Designing

UNIT 1	<ul style="list-style-type: none">● Editing: Definitions, Concept and Scopes for news Paper & Magazine.● Importance of Editing, Salient features of editing.
UNIT 2	<ul style="list-style-type: none">● News Editing: Process Selection & its unbiased classification, Distribution.● Comparative Study of News editing in news agency, Radio,Television.● Feature editing, editing of articles, letters to the editor, rewriting of news, copy desk & its importance.● News editors: introduction & Function.● Assistant editors & Sub-editors.
UNIT 3	<ul style="list-style-type: none">● Head lines: Definition & Meaning, its Importance, Types & Objectives.● Subhead – Types, Pointer box.● Intro: Types & its importance.
UNIT 4	<ul style="list-style-type: none">● Layout designing: Principles of layout designing of contemporary news● Papers, Relationship between writing, editing & designing.● Use of charts, graphics, cartoons, pictures.● Dead line and its importance.● Dummy: Meanings, Theory of dummy making in news paper.
UNIT 5	<ul style="list-style-type: none">● Photo editing: Photo selection, cropping, caption writing of photo & its importance.

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UNIT 2	Chap. 3 : Process of News Editing, Selection & its unbiased classification Chap. 4 : Comparative Study of News Editing in News Agency Chap. 5 : Features of news Editing, Chap. 6 : Introduction & Function of News Editors Chap. 7 : Assistant Editors & Sub-Editors.
UNIT 3	Chap. 8 : Definition & Meaning of Head Lines and its Importance, Chap. 9 : Types & Objectives of Head Lines Chap. 10 : Subhead Types and Pointer box.
UNIT 4	Chap. 11 : Principles of Layout Designing of Contemporary News Chap. 12 : Relationship between Writing, Editing & Designing. Chap. 13 : Use of Charts, graphics, Cartoons and Pictures. Chap. 14 : Dead line and its Importance. Chap. 15 : Theory of Dummy Making in news paper.
UNIT 5	Chap. 16 : Photo Editing and Photo Selection.



Jiwaji University, Gwalior

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