

Journalism Editing and Design
ENW 222A
Tuesdays, Fridays 12:30 to 1:45
Instructor: Marcy Mangels
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Textbooks: Webster's, Tim Harrower's Newspaper designers handbook
Recommended: Associated Press Stylebook

Course Content: This course focuses on the skills editors need to perform their most important task: polishing written material for publication. In this class, students will learn to edit, write headlines and lay out stories with accuracy and clarity. The goal is to help students develop the editor's double vision: the ability to see the story as a whole and, line by line, as a collection of well organized parts. The course is designed not only for students who want to become editors, but also for those who want to become better writers.

Final Exam: The final will encompass those editing and design skills covered in class.

Grading:

In-class exercises: 70%
Class participation: 10%
Final exam: 20%

Academic Honesty: Your ethical standards in dealing with people at work can very often determine your success. Honesty is one way to develop trust to deal with sources and the public. An ethical breach damages not only your reputation, but those around including Fairfield U. and your employers. As the Fairfield Student Handbook states: "Any violation of academic integrity wounds the entire community and undermines the trust upon which the discovery and communication of knowledge depends."

One of the most common violations of academic honesty is plagiarism. Plagiarism is the appropriation of ideas, data, work, or language of others and submitting them as one's own. Plagiarism constitutes theft and deceit.

A student who commits academic dishonesty may be penalized with failure of the assignment or failure of the course. All violations must be reported in writing to the CAS dean's office. The student also may be reprimanded or suspended from the University.

Late assignments. Deadlines are important in journalism. Assignments will be marked down a half grade for each day it's late.

Grading guide:

- "A" – Error free.
- "B" – Superior; better than average. Few errors.
- "C" – Acceptable; average job.

“D” – Minimal achievement but passing.

“F” – Failure of news writing assignment. This rarely occurs because constant rewriting and revision will catch most grievous errors.

Attendance. You will find that if you miss a class, you’ll be missing out on valuable information needed to perform well in this course. I expect you to attend all classes unless prevented by illness and other serious problem. Deadlines for assignments will not change because of a class absence. If you’re ill, please email me in advance of class and I will email back the assignment due for the next class.

Cell phones are an obvious distraction to any class. Please turn your phone off when entering.

Class schedule:

Tuesday, Jan. 15	Introduction to editing
Friday, Jan. 18	Discussion on readership and changing face of news.
Tuesday, Jan. 22	The copy editor’s approach to a story
Friday, Jan. 25	The lead. Rewrite and sharpen.
Tuesday, Jan. 29	First portfolio assignment due; Editing quiz: Punctuation
Friday, Feb. 1	Editing for style and clarity: The Word’s the thing
Tuesday, Feb. 5	Editing for style and clarity: Awkward phrasing.
Friday, Feb. 8	Editing for style and clarity: Hmm. Is that right?
Tuesday, Feb. 12	Skeptical editing: If your mother says she loves you
Friday, Feb. 15	Fact-checking Open book on grammar
Tuesday, Feb. 19	President’s holiday. Monday classes meet
Friday, Feb. 22	Assignment
Tuesday, Feb. 26	The media and ethics
Friday, Feb. 29	Bias and libel
Tuesday, March 3-7	Spring recess
Tuesday Marcy 11	Editing wire, briefing copy

Friday, March 14	Editing and organizing multiple-story packages
Tuesday, March 18	Wildcard
Friday, March 20	Easter break
Tuesday, March 25	Typography
Friday, March 28	Headlines
Tuesday, April 1	Lab
Friday, April 4	Headlines
Tuesday, April 8	Visual writing: GraphicsLab
Friday, April 11	The world's best designed newspapers
Tuesday, April 15	Visual editing, packaging news.
Friday, April 18	Visual writing: Graphics
Tuesday, April 22	Laying out a news story
Friday, April 25	Layout continues
Tuesday, April 29	Photography and ethics

Additional reading:

www.poynter.org

www.snd.org

www.theslot.com

www.copydesk.org

www.freedomforum.org