



# Subediting and Production for Journalists: Print, Digital & Social (Media Skills)

*Wynford Hicks, Tim Holmes*

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*Subediting for Journalists* is a concise, up-to-date and readable introduction to the skills of subediting for newspapers and magazines. It describes how subediting has developed, from the early days of printing to the modern era of computers and the web, and explains clearly what the sub now has to do.

Using practical examples from newspapers and magazines, *Subediting for Journalists* introduces the various techniques involved in subediting from cutting copy to writing cover lines. It includes:

- \*house style explained with model stylebook provided
- \*examples of bad journalistic English such as misused clichés and pronoun confusion
- \*subbing news and features for sense and style
- \*editing quotes and readers' letters
- \*projecting copy by writing headlines and standfirsts
- \*checking pictures and writing captions
- \*principles and methods of proofreading
- \*making copy legally safe
- \*understanding production and using software packages
- \*website subbing
- \*a glossary of journalistic terms and suggestions for further reading

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