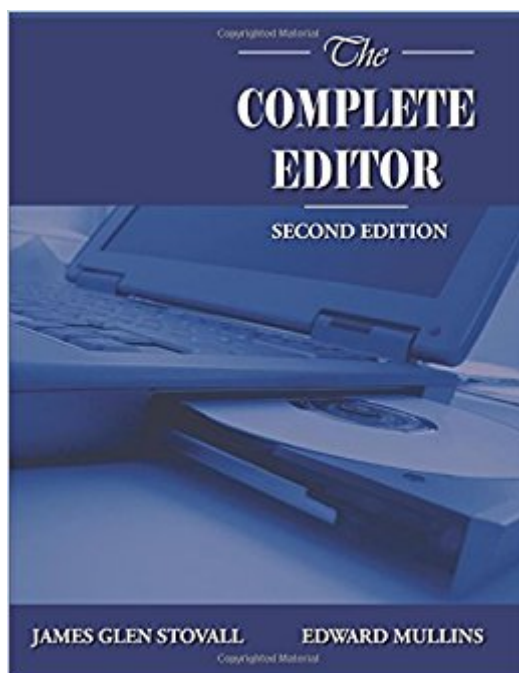


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# The Complete Editor



## Synopsis

Filled with abundant exercises, The Complete Editor provides readers with many resources actively learn about copyediting, headline writing, decision-making, relationships with writers, graphic presentations, photo editing and layout and design. It also contains a separate chapter on legal principles that an editor needs to understand. This efficient and well-written text gives readers basic information about the essential topics at hand.

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Filled with abundant exercises, The Complete Editor provides instructors with many resources to use in teaching their students about copyediting, headline writing, decision making, relationships with writers, graphic presentations, photo editing, and layout and design. It also contains a separate chapter on legal principles. This efficient and well-written text gives students basic information about the topics at hand and allows instructors to begin discussions of all of the basics of editing.

**Features** Abundant in-class and out-of-class exercises reflecting all phases of the editing process provide students and instructors with a wealth of resources. Real-life examples of editorial decision making, many based on the authors'™ professional experience, add a practical, real-world perspective. Principles of good writing and sound news judgment are emphasized, allowing students to apply their skills to any medium. Chapters devoted to a wide variety of editing skills provide in-depth instruction in copyediting; management, decision making and relationships with writers; writing headlines and summaries; photo editing; developing infographics; and layout and

design. Clear, precise explanations of the skills it takes to be a good editor help students develop a professional mindset. The 'Five Commandments of Editing' help students go from merely fixing copy to adding value to it. An extensive chapter on graphic presentation provides explanations about what kind of information is most appropriate for certain types of charts and the conventions of using maps. Praise for The Complete Editor 'This is by far the best-written editing text I have ever read.' 'Carlton M. 'Sonny' Rhodes, University of Arkansas, Little Rock 'One problem with too many editing texts is that they spend a lot of time on detail, which students may or may not absorb. This text solves that problem.' 'Loran E. Lewis Jr., California State University, Fresno

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