

Copy Editing

3 - 4 March 2015, Bengaluru, India

Programme

Day 1: 10:00 - 17:30 hrs.

Day 2: 09:30 - 17:00 hrs.

- Elements of a newspaper
- Insights into basic editing skills
- Do's and don'ts of headline writing
- Editing for clarity
- Editing to remove common errors
- Editing to save space and objectivity
- Focus on news leads and how to sharpen them
- Principles of caption writing

Introduction

Newspaper copy editors are considered the publication's last line of defence because these are the people, other than the writer, to read entire text before publication. It is a complex job, which requires an understanding not just of language and grammar, but also production process, typography and design conventions.

Copy editors need broad general knowledge for spotting factual errors; good critical thinking in order to recognize inconsistencies or vagueness, interpersonal skills for dealing with writers, other editors and designers; attention to detail and a sense of style.

This workshop focuses on copy editing which includes core areas such as correction of spelling, punctuation, grammar, terminology, jargon, semantics and ensuring that the text adheres to the publisher's style or an external style guide. Each session will have three components: a presentation, an on the spot assignment and a discussion.

Target group

Editors, sub-editors, copy editors, new media editors, reporters and journalists with one to three years of experience

More information & online registration at:
www.wan-ifra.org/academy



Trainer



Sunil Saxena is an award winning media professional with over three decades of experience in Print Journalism, Media Education and Research, New media, Social Media and Mobile Journalism. He started his career as a print journalist and took various Editorial positions with major newspapers.

As a media educator, he has set up two media schools – Asian College of Journalism and the International Media Institute of India. Besides this, he has had two stints with The Times School of Journalism. He currently works as Professor and Dean, School of Communication, G.D.Goenka University, Gurgaon.

Venue

Ramada Bangalore

#11, Park Road, Near Indian Express,
Bangalore 560 051, India.
Ph: +91 80 2286 5566

Fee

WAN-IFRA members: INR 15,000 / EUR 210
Non-members: INR 18,000 / EUR 250

Please add 12.36% taxes to the above fee
Included in the price are the course fee, documentation, luncheon and beverages during breaks.

Important: *The maximum number of participants will be limited to 15 persons on first-come first-served basis. Please register before 20th February 2015 for confirmation.*

Contact

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REGISTRATION FORM

Copy Editing

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Please copy, fill in and fax or mail to:

WAN-IFRA South Asia Pvt. Ltd., 54 K.B.Dasan Road, SIET Admn. Building, Chennai 600 018, India · Fax +91.44.2435 9744 · infoindia@wan-ifra.org

First name/s _____
Surname _____
Company _____
Position _____
House no./street _____
City/postal code _____
Country _____
E-Mail _____
Phone _____
Fax _____

Signature _____

Please register me for
 Copy Editing

Payment details:
Cheque / demand draft favouring **WAN-IFRA South Asia Pvt Ltd** for
INR / EUR _____ enclosed.
Name in block capitals _____
Address the invoice to _____

Excerpt from the General Terms and Conditions for WAN-IFRA Public Training Events

2. Registration
2.1 Registration can be submitted in writing to WAN-IFRA by mail, fax or e-mail. For the participant, the registration constitutes a binding offer for the conclusion of a contract for participation in the event described in the registration. This offer is subject to acceptance by WAN-IFRA. This is signalled by WAN-IFRA by confirmation to the participant that he has been accepted for participation in the event concerned.
...
2.3 In order to ensure optimum training conditions, the number of participants is limited. Registrations will be processed in the sequence of reception.
3. Performance and Change of Performance
...

3.4 WAN-IFRA can cancel or postpone events in case of too few participants (at latest two weeks before the start of the event) or cancellation of a speaker or other circumstances for which it is not responsible. In such cases, WAN-IFRA is relieved of the obligation to hold the event and shall reimburse participants any fees already paid.
4. Conditions of Payment
...
4.2 The participation fee becomes due upon receipt of the invoice.
5. Cancellation and No Show
...
5.3 The participant can cancel free of charge up to 14 calendar days before the event begins.
5.4 If the participant cancels between the 14th and seventh calendar day before the event begins, WAN-IFRA will charge 50% of the

participation fee as a cancellation fee. If the participant cancels later than seven days before the event begins, or fails to attend or does attend only a part of the training event, then the regular participation fee will be charged.
5.5 If a participant cannot personally attend an event for which he has a firm booking, he has the possibility to name a substitute. WAN-IFRA must be notified of this in writing, stating the name and address of the substituting person.
6. Liability
...
6.5 In case of withdrawal from the contract or cancellation of the event by WAN-IFRA, no reimbursement of costs for booking the travel or accommodation will be afforded.