



## What you'll study on the Sub editing Course

Subjects will not necessarily be done in the order below.

### SUB EDITING

- A sub's job and qualities
- Spelling and punctuation
- House style
- Subbing for your reader
- The subbing process
- Checking facts
- Trade names and trademarks
- Legal and ethical checks
- Spotting the angle
- Re-writing copy
- Liaising with reporters
- Editing jargon
- Achieving simple, plain English
- Achieving fluency
- Pitfalls: slang, inappropriate humour, clichés
- Using words accurately
- Making copy fit
- Typography
- Headlines and standfirsts
- Captions
- Layout and colours
- Fonts, style and size

- Spacing and paragraphing
- Subbing hard news copy
- Subbing human interest stories
- Subbing features
- Subbing court copy
- Subbing local government copy
- Subbing fillers
- Subbing listings
- Subbing readers' letters
- Subbing ad features and commercial pages
- Proofreading

#### **PUBLIC AFFAIRS: CENTRAL GOVERNMENT**

- The UK constitution
- The Monarchy
- Parliament at Westminster
- The legislative process at Westminster
- Devolution
- The UK Government
- The political process
- Elections
- The European Union
- The NHS
- Social welfare services
- Employment, training and economic development
- Industry and commerce
- The Utilities
- The Treasury
- The Home Office
- Culture, Media and Sport
- International relations and defence

#### **PUBLIC AFFAIRS: LOCAL GOVERNMENT**

- How different authorities are structured and what they do
- Councillors and officers
- Decision making, information and quality
- Propriety and ethics
- Elections
- External relations and controls
- Finance
- Housing
- Education
- Town and country planning
- Personal social services
- Emergency services
- Environmental health and consumer protection
- Highways, transport and leisure

**LAW** (Separated as: Law 1, Court Reporting; and Law 2, General Reporting)

- Introduction
- Copyright
- Confidentiality
- Inquests
- Defamation
- Children involved in crime and the courts
- Sexual offences
- Judicial Proceedings Act 1926
- Public Order Act 1986
- Classification of crimes
- Criminal prosecution process
- Contempt of court
- Photography in and around court
- Ethics and the PCC Code of Conduct
- Employment Tribunals
- Official Secrets Acts
- Rehabilitation of Offenders Act 1984

- Wards of Court
- Covering elections
- Journalist's sources
- Divorce law
- Magistrates Court and Crown Court procedures
- Magistrates Court reporting restrictions
- Court appeals procedures
- Admissions to courts
- Challenging courts
- Human Rights Act 1998
- Freedom of Information Act
- Data Protection Act
- Civil Courts
- Bankruptcy law
- Witness anonymity in court