

CONTENTS

<i>Preface</i>	vii
1 The Evolution of Editing	1
2 Journalism's Credibility Problem	16
3 The Editing Process	43
4 Macro Editing for the Big Picture	79
5 Macro Editing for Legality, Ethics and Propriety	114
6 Micro Editing for Grammar and Usage	166
7 Micro Editing for Style, Spelling and Tightening	196
8 Holistic Editing: Integrating the Macro and the Micro	220
9 Edit Yourself	275
10 Writing Headlines, Titles, Captions and Blurbs	285
11 Using Photos, Graphics and Type	314
<i>Glossary</i>	347
<i>Index</i>	359