

THE WALL STREET JOURNAL.

GLOSSARY OF TERMS: JOURNALISM

add

An addition to a story already written or in the process of being written.

assignment

Instruction to a reporter to cover an event.

attribution

Designation of the person being quoted. Also, the source of information in a story.

banner

Headline across or near the top of all or most of a newspaper page. Also called a line, ribbon, streamer, screamer.

B copy

Bottom section of a story written ahead of an event that will occur too close to deadline for the entire story to be processed.

beat

Area assigned to a reporter for regular coverage. Also, an exclusive story.

break

When a news development becomes known and available. Also, the point of interruption in a story continued from one page to another.

bright

Short, amusing story.

bulldog

Early edition, usually the first of a newspaper.

byline

Name of the reporter who wrote the story, placed atop the published article.

cold type

In composition, type set photographically or by pasting up letters and pictures on acetate or paper.

correspondent

Reporter who sends news from outside a newspaper office.

crony journalism

Reporting that ignores or treats lightly negative news about friends of a reporter.

crop

To cut or mask the unwanted portions, usually of a photograph.

cut

Printed picture or illustration. Also, to eliminate material from a story.

cutline

Any descriptive or explanatory material under a picture.

dateline

Name of the city or town and sometimes the date at the start of a story that is not of local origin.

enterprise copy

Story, often initiated by a reporter, that digs deeper than the usual news story.

exclusive

Story a reporter has obtained to the exclusion of the competition.

feature

Story emphasizing the human or entertaining aspects of a situation. A news story or other material differentiated from straight news.

file

To send a story to the office usually by wire or telephone or to put news service stories on the wire.

flag

Printed title of a newspaper on page one.

folo

Story that follows up on a theme in a news story.

futures calendar

Date book in which story ideas, meetings and activities scheduled for a later occurrence are listed.

graf

Abbreviation for paragraph.

guild

Newspaper Guild, an international union to which reporters and other newspaper workers belong.

handout

Term for written publicity or special-interest news sent to a newspaper for publication

hard news

Spot news; live and current news in contrast to features.

HFR

Abbreviation for "hold for release." Material that cannot be used until it is released by the source or at a designated time.

insert

Material placed between copy in a story.

investigative reporting

Technique used to unearth information that sources often want hidden.

jump

Continuation of a story from one page to another.

kill

To delete a section from copy or to discard the entire story.

lead

First paragraph in a news story.

localize

To emphasize the names of persons from the local community who are involved in events outside the city or region.

LTK

Designation on copy for "lead to come."

makeup

Layout or design. The arrangement of body type, headlines, and illustrations into pages.

masthead

Formal statement of newspaper's name, officers, place of publication and other descriptive information, usually on the editorial page.

morgue

Newspaper library.

news hole

Space in a newspaper allotted to news, illustrations and other nonadvertising material.

off-the-record

Describes material offered the reporter in confidence. If the reporter accepts the material with this understanding, it cannot be used except as general background in a later story.

op-ed page

Abbreviation for the page opposite the editorial page. The page is frequently devoted to opinion columns and related illustrations.

overnight

Story usually written late at night for the afternoon newspapers of the next day.

pool

Arrangement whereby limited numbers of reporters and photographers are selected to represent all those assigned to the story.

press release

Publicity handout, or a story given to the news media for publication.

puff piece or puffery

Publicity story or a story that contains unwarranted superlatives.

roundup

A story that joins two or more events with a common theme, such as traffic accidents, weather, police reports.

rollback

A story that attempts to correct a previous story without indicating that the prior story had been in error or without taking responsibility for the error.

running story

Event that develops and is covered over a period of time.

sell

Presentation a reporter makes to impress the editor with the importance of his or her story.

shirttail

Short, related story added to the end of a longer one.

sidebar

Story that emphasizes and elaborates on one part of another nearby story.

situation

Story that pulls together a continuing event for the reader who may not have kept track as it unfolded.

slant

To write a story so as to influence the reader's thinking.

source

Person, record, document or event that provides the information for the story.

split page

Front page of an inside section.

stringer

Correspondent, not a regular staff member, who is paid by the story or by the number of words written.

tight

Refers to a paper so crowded with ads that the news space must be reduced.

tip

Information passed to a reporter, often in confidence.

verification

Determination of the truth of the material the reporter gathers or is given.

wire services

Synonym for press associations, the Associated Press and United Press International.

Broadcasting Terms

close-up

Shot of the face of the subject that dominated the frame so that little background is visible.

cover shot

A long shot usually cut in at the beginning of a sequence to establish place or location.

cue

A signal in a script or by word or gesture to begin or to stop.

cutaway

Transition shot - usually short - from one theme to another; used to avoid jump cut.

dissolve

Smooth fading of one picture for another.

FI or fade in

A scene that begins without full brilliance and gradually assumes full brightness.

lead-in

Introductory statement to film or tape of actual event.

lead-out

Copy that comes immediately after tape or film of an actuality.

long shot

Framing that takes in the scene of the event.

medium shot

Framing of one person from head to waist or of a small group seated at a table.

montage

A series of brief shots to give a single impression or communicate one idea.

outtakes

Scenes that are discarded for the final story.

panning or pan shot

Moving the camera from left to right or right to left.

remote

A taped or live broadcast from a location outside the studio; also, the unit that originates such a broadcast.

segue

An uninterrupted transition from one sound to another; a sound dissolve.

zooming

Use of a variable focus lens to take close-ups and wide angle shots from a stationary position.



Source: *News Reporting and Writing*, by Melvin Mencher, The McGraw-Hill Companies, Inc., 1997