

# PITMAN'S PRACTICAL JOURNALISM

AN INTRODUCTION TO EVERY DESCRIPTION  
OF LITERARY EFFORT IN ASSOCIATION  
WITH NEWSPAPER PRODUCTION

BY

ALFRED BAKER

HON. MEMBER AND FORMERLY FELLOW OF THE INSTITUTE  
OF JOURNALISTS (INCORPORATED BY ROYAL CHARTER)

WITH NOTES ON  
NEWSPAPER LAW

BY

EDWARD A. COPE

AUTHOR OF "ELEMENTARY LAW,"  
"CLERKS: THEIR RIGHTS AND OBLIGATIONS," ETC.

LONDON

SIR ISAAC PITMAN & SONS, LTD., 1 AMEN CORNER, E.C.  
AND AT BATH, NEW YORK AND MELBOURNE

PRINTED BY SIR ISAAC PITMAN  
& SONS, LTD., LONDON, BATH,  
NEW YORK AND MELBOURNE

## PREFACE

THE guidance in the practice of English Journalism given in this volume is designed mainly for those who are about to take up newspaper work, or who are already filling junior positions on the Press. It is hoped that many who are beginning their journalistic career may derive advantage from the experience and advice of an old hand.

But the scope of the book is by no means limited to an attempt to initiate the tyro in the work usually entrusted to beginners. The duties of every class of journalist—from the junior reporter to the editor—are in turn described; and information is offered on the work of each member of the newspaper staff, from the lowest to the highest.

While conciseness has been aimed at, the importance of furnishing complete practical guidance has been kept steadily in view. It is hoped, therefore, that the volume may prove serviceable to a large number of newspaper men, in addition to those for whom it is primarily intended. The working journalist will, it is believed, find that much useful matter on newspaper enterprise is contained in this book, which has not been hitherto readily accessible; while the addition of an index renders it easy of consultation on any desired point, either of journalistic practice or of newspaper law.

The chapters on "Practical Journalism" have been submitted to the scrutiny of several journalists of wide experience, and the author has to express his indebtedness to these professional friends for many helpful suggestions.

It is believed that Mr. Cope's notes on "Newspaper Law" are more comprehensive and complete than anything which has been published previously on the subject.

One other observation only appears necessary by way of preface. There have been innumerable changes of fashion

in journalism in the past, and there may be many more in the future; but it is absolutely certain that there will always be a demand for accurate and well-informed journalistic work on the English Press (of which alone the author is competent to speak) of the description indicated in succeeding pages.

A. B.

# CONTENTS

## PRACTICAL JOURNALISM. By ALFRED BAKER

CHAP.	PAGE
I. INTRODUCTORY . . . . .	1
II. THE NEWSPAPER STAFF . . . . .	5
III. QUALIFICATIONS FOR JOURNALISM . . . . .	11
IV. DUTIES OF THE JUNIOR REPORTER . . . . .	17
V. THE PREPARATION OF COPY . . . . .	26
VI. REPORTING POLITICAL SPEECHES . . . . .	32
VII. REPORTING RELIGIOUS GATHERINGS. . . . .	40
VIII. REPORTING SCIENTIFIC MEETINGS, LECTURES, ETC. . . . .	46
IX. REPORTING LEGAL PROCEEDINGS . . . . .	51
X. REPORTING LOCAL AUTHORITIES . . . . .	63
XI. REPORTING CONTESTED ELECTIONS, COMPANY MEETINGS, PUBLIC DINNERS, ETC. . . . .	68
XII. DESCRIPTIVE AND NARRATIVE REPORTING . . . . .	74
XIII. SPECIALISATION AND CRITICISM . . . . .	80
XIV. INTERVIEWING . . . . .	87
XV. SPECIAL CORRESPONDENCE AND TELEGRAPHIC REPORTING . . . . .	92
XVI. SUB-EDITING. . . . .	98
XVII. LEADER WRITING . . . . .	109
XVIII. EDITING . . . . .	113
XIX. FREE LANCE AND LINAGE WORK . . . . .	119
XX. SOCIETIES AND SCHOOLS; SALARIES, ETC. . . . .	124

## NEWSPAPER LAW. By EDWARD A. COPE

I. FORMALITIES. . . . .	133
II. PRIVILEGED REPORTS . . . . .	136
III. COMMENTS AND CONTEMPT OF COURT . . . . .	145

## CONTENTS

CHAP.		PAGE
IV.	QUESTIONS OF COPYRIGHT . . . . .	153
V.	EDITORS AND CONTRIBUTORS . . . . .	157
	POST OFFICE CODE OF LONGHAND ABBREVIATIONS . . . . .	163
	POST OFFICE REGULATIONS FOR PRESS TELEGRAMS . . . . .	167
	INDEX . . . . .	171

# INDEX

- ABBREVIATIONS, 29, 105, 163  
Abstruse Lectures, 49  
Admission to meetings of Local Authorities, 141  
Advertisements, 150  
— for Lost Property, 150  
Alteration of MS., 161  
American Schools of Journalism, 127  
Anonymity, Editorial, 115  
Arrangement and Statement of Facts, 76  
Assizes, 51
- BANKRUPTCY Courts, 58  
"Blacks," 31  
Boards of Guardians, 23  
British Association, 46
- CABLE Messages, 105  
Carbon Paper, 31  
Chief Reporter, 8  
Classification of Lectures, 48  
Code of Abbreviations, 29, 163  
Comments and Criticism, 145  
Committee Reporting, 66  
Company Meetings, 72  
Composition, 77  
Condensed Reports, 37, 42  
Conferences, Religious, 43  
Contempt of Court, 147  
Contested Elections, 68  
Contributor's MS., 158  
— Name, Disclosure of, 157  
Controversial Oratory, 44  
Copy, Delivery of, 30  
—, Preparation of, 26  
Copying from other Papers, 106, 154  
Copyright, 153  
— in News, 155  
Coroners' Courts, 21  
— Inquests, Reports of, 140  
Corps System of Reporting, 35  
Correction Marks, 103  
— of Proofs, 100  
Correspondents, 9, 120  
County Councils, 63  
— Courts, 57  
Courts-Martial, 61  
Criminal Trials, 54  
Criticism, 83  
— of Judges, etc., 146  
Crown Court, 52
- DECLARATION of Poll, 70  
Defamatory Statements, 143  
Definitions of "Journalism" and "Journalist," 3  
Delivery of Copy, 30  
Descriptive Reporting, 74  
Diary, 25  
Dispatch of Special Correspondence, 96  
District Reporters, 9  
Dramatic Criticism, 84
- EDITING, 113  
Editor, 5, 113  
Editorial Control, 114  
Editorship, Rewards of, 113  
Education, 13  
Electioneering Reporting, 68  
English, 14, 75  
Exchange Sub-Editing, 106  
Exhibitions, 82  
Expert Knowledge, 95  
Extracts, 41, 106, 155
- "FAIR and Accurate" Report, 142  
"Fair Quotation," 107  
Fashion in Leader Writing, 111  
Flimsies, 31  
—, Telegraphic, 104  
Folios, 27  
Fountain Pens, 30  
Free Lance Journalists, 5, 119  
— Work, 119

- GALLEY Slips, 100**  
**General Elections, 68**  
**Geographical Contractions, 165**  
**Grand Jury, 53**  
**Guardians' Meetings, 23**
- HANDWRITING, 14, 28**  
 "Heckling," 69
- IMPARTIALITY, 38**  
**Imprint on Newspaper, 133**  
**Interviews, 20, 87**
- JOURNALISM, Definition of, 3**  
 —, Qualifications for, 11  
 —, Scope of, 2  
**Journalist, Definition of, 3**  
**Journalistic Societies, 124**  
 — Training, 126  
**Judicial Proceedings, Reports of, 133**  
**Junior Reporter, Duties of, 17**  
 — Reporting Work, 19
- LANTERN Lectures, 49**  
**Leaderettes, 111**  
**Leader Writing, 108**  
**Leading Articles, 6, 108**  
**Lectures, Classification of, 48**  
**Legal Proceedings, 51**  
**Legibility, 27**  
**Letters to the Editor, 115**  
**Libel, 145**  
**Linage, Payment for, 123**  
 — Work, 121  
**Literary Reviewing, 86**  
**Local Authorities, 63, 141**  
 — Correspondents, 9  
 — Government Board Enquiries, 67  
 — Notes, 111  
 — Paragraphs, 19, 111  
 — Scientific Societies, 48  
**London Correspondent, 97**  
**Longhand Press Contractions, 29, 163**
- MANIFOLDING, 31**  
**Manuscripts, Care of, 158**  
**Meetings, Company, 72**  
 — of Local Authorities, 63
- Meetings, Religious, 43**  
 —, Scientific, 46  
**Mental Qualifications, 13**  
 "Milking," 122  
**Musical Criticism, 83**
- NAMES of Contributors, Disclosure of, 157**  
 — of Speakers, 43, 66  
**Narrative Reporting, 74**  
**News Editor, 8**  
 — in War Time, 152  
**Newspaper Law, 133**  
 — Staff, 5  
 —, What is a, 134  
**Nisi Prius Court, 55**  
*Num de Plume, 158*  
**Nomination Papers, 69**
- OFFICE Diaries, 25**  
**Official Note-taking, 59**  
 — Secrets, 151  
 "Open Profession," An, 11  
**Organisations of Journalists, 125**
- PARLIAMENTARY Papers, 137**  
 — Proceedings, 136  
**Pencils, 30**  
 "Penny-a-Liner," 121  
**Physical Qualifications, 12**  
**Poaching, 122**  
**Police Court, 21**  
 — Notices, etc., Publication of, 144  
**Political Knowledge necessary, 35**  
 — Speeches, 32, 69  
**Poll, Declaration of, 70**  
**Polling Day, 70**  
**Popular Lectures, 49**  
**Post Office Code of Abbreviations, 163**  
 — Regulations for Press Telegrams, 167  
**Preparation of Copy, 26**  
**Press Contractions, 29, 163**  
 — Funds, 125  
 — Telegrams, Regulations for, 167  
**Privileged Reports, 136**  
**Proof Reading, 100**  
**Public Dinners, 73**



- QUALIFICATIONS for Journalism, 11**  
 — for Leader Writing, 109  
 — for Sermon Reporting, 41  
 Quarter Sessions, 56  
 Quotations, 41, 106, 155
- RACE Meetings, 81**  
 Reference Books, 129  
 Registration of Newspaper, 133  
 Regular Correspondents, 120  
 Religious Gatherings, 24, 40  
 Reporters, 4, 8, etc.  
 —, Junior, 17  
 Resourcefulness, 94  
 Responsibility for Contents of  
 Newspaper, 116  
 Return of MS., 160  
 Reviewing, 86  
 Revising Barrister's Court, 71  
 Right of Access to Meetings, 141
- SALARIES, 129**  
 Schools of Journalism, 126  
 Scientific Meetings, Lectures, etc.,  
 46  
 — Societies, Local, 48  
 Scope of Journalism, 2  
 Sermon Reporting, 40  
 Sessions, 56  
 Shorthand, 15, 33, 90  
 Shows and Exhibitions, 82  
 Skeletonising, 105  
 Slang, 75  
 Slips, 27
- Societies, 124  
 Special Correspondents, 92  
 — Organs, 10  
 Specialisation, 80  
 Specialist Sub-Editing, 106  
 Speeches, Political, 32  
 Sports, 81  
 Staff of Newspaper, 5  
 — of Special Organs, 10  
 Stock Phrases, 76  
 Sub-Editing, Departments of, 101  
 —, Qualifications for, 98  
 — Staff Reports, 105  
 — Telegraphic Copy, 101  
 Sub-Editor, 7, 98  
 Summary Writing, 112
- TACT, 89**  
 Telegrams, Press, 167  
 Telegraphic Copy, Sub-Editing,  
 101  
 Telegraphing, 96  
 Time of arrival of Messages, 104  
 Trial by Newspaper, 148  
 Typewriting, 15, 28
- UNSOLICITED Contributions, 159**
- VERBATIM Report, 33**
- WAR News, 152**  
 Writing, 14, 28  
 — Materials, 30  
 — of Copy, 26

THE END

# INDISPENSABLE AND TIME-SAVING REFERENCE BOOKS

---

---

## PITMAN'S COMMERCIAL DICTIONARY OF THE ENGLISH LANGUAGE

With an Appendix containing Forms of Addresses, Chemical Elements, Coinage Systems, Common Foreign Phrases, Mensuration Notes, Metric System, Correction of Printers' Proofs, Notes on Punctuation, Signs and Symbols.

In foolscap 8vo, paper boards, 9d. net; cloth, 1s. net.

## PITMAN'S OFFICE DESK BOOK

With Tables and Ready Reckoner. Contains most of the matters upon which information is constantly required in an office, on points of Commercial Law, Banking, Bills of Exchange, the Board of Trade, Joint Stock Companies, Deeds, Taxes, Weights and Measures, Insurance, Importing and Exporting, Foreign Exchanges, Methods of Calculation, etc. Second Edition (revised and cheaper).

In crown 8vo, cloth, 309 pp. 1s. net.

## PITMAN'S MERCANTILE TERMS AND ABBREVIATIONS

Being a comprehensive list of Terms and Abbreviations used in Commerce, with definitions.

126 pp. Size 3 in. by 4½ in. 1s. net.

## PITMAN'S DISCOUNT, COMMISSION, AND BROKERAGE TABLES

By ERNEST HEAVINGHAM.

Contains upwards of 18,000 workings, and shows at a glance the discount on any sum of money from 1d. to £1,000 at from 1⁄8% to 95%, and from £1 to £25,000 at from 1⁄8% to 4½%.

Size 3 in. by 4½ in., 160 pp., cloth. 1s. net.

---

LONDON: SIR ISAAC PITMAN & SONS, LTD., 1 AMEN CORNER, E.C.

# INDISPENSABLE AND TIME-SAVING REFERENCE BOOKS

---

---

## MASTERS' NEW READY RECKONER

Contains 63,000 calculations.

In foolscap 8vo, cloth, 358 pp. 1s. net.

## PITMAN'S COMMERCIAL TERMS AND PHRASES IN FIVE LANGUAGES

Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian.

Cloth, 3 in. by 4½ in., 118 pp. 1s. net.

## PITMAN'S BUSINESS MAN'S GUIDE

Sixth Edition Revised. With French, German, and Spanish equivalents for the Commercial Words and Terms. The work includes over 2,000 articles.

Edited by J. A. SLATER, B.A., LL.B. (Lond.).

In crown 8vo, cloth, 520 pp., 3s. 6d. net.

## PITMAN'S PUBLIC MAN'S GUIDE

A handbook for all who take an interest in questions of the day. Contains in dictionary form more than 1,500 articles dealing with matters Imperial, Diplomatic, Political, and Municipal.

By J. A. SLATER, B.A., LL.B. (Lond.).

In crown 8vo, cloth, 438 pp. 3s. 6d. net.

## DICTIONARY OF THE WORLD'S COMMERCIAL PRODUCTS

With French, German, and Spanish equivalents for the Names of the Products. Second Edition, Revised.

In demy 8vo, cloth, 163 pp., 2s. 6d.

By J. A. SLATER, B.A., LL.B. (Lond.).

*Full Catalogue post free on application.*

---

LONDON: SIR ISAAC PITMAN & SONS, LTD., 1 AMEN CORNER, E.C.