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.

goodie
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.
kiln
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.”
makup
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 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.

**rowback**
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 of 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.