

## What is Editing?: A Brief Description of the Process and

### Types of Editing

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#### Abstract

Editing is the process of selecting and preparing written, visual, audible, and film media used to convey information. The editing process can involve correction, condensation, organization, and other modifications performed with an intention of producing a correct, consistent, accurate and complete work. The editing process often begins with the author's idea for the work itself, continuing as a collaboration between the author and the editor as the work is created. As such, editing can involve creative skills, human relations and a precise set of methods.

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#### Introduction

There are various editorial positions in publishing. Typically, one finds editorial assistants reporting to the senior-level editorial staff and directors who report to senior executive editors. Senior executive editors are responsible for developing a product for its final release. The smaller the publication, the more these roles overlap.

The top editor at many publications may be known as the chief editor, executive

editor, or simply the editor. A frequent and highly regarded contributor to a magazine may acquire the title of editor-at-large or contributing editor. Mid-level newspaper editors often manage or help to manage sections, such as business, sports and features. In U.S. newspapers, the level below the top editor is usually the managing editor.