**Sub editor job description**

**Job brief**

Sub-editors make sure print and online articles are accurate before they are published. They work on publications such as newspapers, magazines and websites. Sub-editors check that reads well, doesn't have any spelling or copy grammar mistakes and fits correctly on a page. They might also write headlines, standfirsts (brief introductions) and photo captions.

**Responsibilities**

So the first job of a sub editor is to see that the report is in good language and there are no mistakes. There can be spelling mistakes, mistakes in sentence construction, grammar and factual mistakes. If the sub editor finds a portion of the report ambiguous or incorrect or doubtful he has to cross check it with the reporter.

The sub editor then has to find a good heading for the story. The heading should be sharp, attractive, crisp and convey the spirit of the story. The heading should compel the reader to stop and read the whole story.

While writing the heading, a sub editor should know the space available for the story, whether it is one column, two columns or three etc. The heading should fit within that column.

You must have noticed from this that the headings are not of uniform type. The type, or font, of the letters in each heading differs according to the length and width of the column. A sub editor should also know about the font sizes available. Each paper has its fonts and types.

While writing the heading, it should fit into the mood of the story. A sarcastic heading for a hard story will look odd. Similarly a hardline heading will spoil the spirit of a humorous piece. The heading should also be suggestive. It should never be a full sentence.

Similarly, if the report is about the change in income tax rates, the sub editor should think of a graph to go along with that.

Condensation is a task that the sub editor has to do. Reporters generally file lengthy stories. Only the sub editor will be able to know about the availability of space in the newspaper. If the full story written by a correspondent will not squeeze into the space available, it is the job of the sub editor to condense it by rewriting or editing. If one word can substitute for a number of words that definitely should be done.

**Requirements**

 Journal publishing processes

 Copyediting, proofreading, subediting

 STM publishing

 Science or medicine qualification

 Writing and editing skills

 An understanding of the health care sector

 InDesign

 Understanding of XML workflow