



## The Working Skills of the Editor on the Author's Manuscript

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### **Abstract**

Every editor working in the print media must have the skills to work with the author's manuscript and develop editing skills. The reason is that, the manuscript, and the text in general, is considered the main object of the editor's activity. In this article, the concept of text is defined, its role in the field of journalism, in particular, in the work of the editor, the editor's methods of working with the journalistic text, and the aspects that should be paid attention to in the editing are focused on.

**Keywords:** *Press; Editor; Text; Manuscript; Editing; Journalistic Text; Composition; Logical Analysis; Working with Facts; "Factchecking"*

### **Introduction**

Text is a broad term and is generally regarded as the main object of linguistics. This term, which has ancient roots, serves as the basis for many studies of this day. On the other hand, text is considered as the main term in mass media activities. Because any information that is conveyed to the society through various methods and means is firstly created in text form. Scientific-theoretical literature on journalistic activities, in practical manuals, the concept of text is emphasized, its analysis as a journalistic (publicistic, media) text, as well as the fact that the text is interpreted as the main subject of the editor's work in editorials, make it a research object in various aspects, including in the field of journalism.

"Any book or article manuscript approved by an editor for publication is referred to as a "text" that undergoes editorial processing based on specific aspects of the editing process" [Teshaboeva, 2019].

"Text – written or printed work, speech (as well as any of their fragments); pictures, tables in books, newspapers, magazines, etc. the other part than decorations; the part of an official document, etc.,

separated from the various indicators (comments, comments); lyrics to musical works (opera, romance, etc.)”<sup>1</sup>.

In the explanatory dictionary of the Uzbek language, the text is defined as follows: “Text – author’s work or document formed in writing or in print; the main part of the printed publication without pictures, drawings and comments”<sup>2</sup>.

The printed publication, in particular, the text of newspapers and magazines is a journalistic text, and it is considered a material related to a genre of journalism (article, essay, etc.). “Depending on the features of the editorial process, a text is considered any manuscript or part of a finished manuscript of an article or book submitted by the author for publication” [Nakoryakova, 1994].

## ***The Main Part***

Working on the journalistic text composition and its improvement is an important and the main part of the editor’s activity. Mass media materials have a unique structure, a clear, harmonious, logical combination of text parts serves to increase the information content of journalistic publications, and to make the text understandable to the reader.

It is known that any text consists of an introduction, a main part and a conclusion. Working with journalistic text is also done in a systematic way, and parts of the text are arranged in this way. First of all, determining which genre the material belongs to, reading it without making any corrections, serves to evaluate the manuscript in all aspects – language and style, content, form, idea, volume and similar indicators. An experienced editor perceives the read text, every thought in it not as information, but as its own reality, studies the content deeply and consistently, tries to see the given details in vivid life images. In the process of starting work on a text that meets the specified requirements, the aspects that the editor should pay attention to are as follows:

- Reading the text as a whole; create a clear idea of its content, purpose, composition, style;
- Do not start editing without reading the text to the end;
- Do not stop for a long time in parts that require complex corrections; return to these places at the end of the process;
- Limiting oneself to minimal corrections;
- Compare the introduced changes with the author’s option and try to choose the most appropriate one;
- To be critical not only of the author, but also of the editor’s edition, etc.

Work on the manuscript firstly begins with reading it in several stages. A careful reading of the text gives an idea of how to rearrange its parts, remove some parts, and in general, edit. “As each reading serves a specific purpose, editing is done accordingly.

1. To read after being acquainted;
2. Reading deeply;
3. Proofreading” [Nakoryakova, 1994].

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<sup>1</sup> National encyclopedia of Uzbekistan 5 volumes. Konimex–Mirzoqush. Editorial board: M. Aminov, T. Daminov, T. Dolimov and others. T.: “National Encyclopedia of Uzbekistan” State Scientific Publishing House, 2003. – p. 521.

<sup>2</sup> An explanatory dictionary of the Uzbek language: about 8000 words and phrases. J. 2. E–M/ Responsible editor A. Madvaliev. T.: “National Encyclopedia of Uzbekistan” State Scientific Publishing House, 2020. – p. 557.

In the process of reading after being acquainted, the editor determines the essence of the work, its theme and idea, evaluates the author's style, professionalism, and to what extent he knows the subject. In this case, it is recommended to use the fast reading method. This method allows to evaluate the text as a whole.

The next stage is deep reading, in which the author's narrative style, ability to use figurative and expressive means, sentence structure, logical connection, punctuation are analyzed, literary processing of the text is carried out during reading. Experts describe this second type of reading as authentic reading.

The editor turns to proofreading at the final stage of working on the text. This control is considered a type of reading and includes checking once again that the changes made, the name and surname, geographical names, numbers, and information are correct.

Work with the manuscript should be carried out in order to logically connect the parts of the text with each other, balance the form and content, perfect the composition, and most importantly, present the work that enriches the reader's spiritual and educational world. Also, the editor is required to pay attention to the interrelationship between the parts of the text, to ensure consistency in content, to eliminate repetitions, to simplify and condense the author's opinion as much as possible. Corrections made on the manuscript must be perfect in terms of content, composition, and style from the author's option. If the author's manuscript is written in accordance with the publication requirements and does not require excessive changes, it is possible to leave the text as it is.

The editor can use different methods when choosing the compositional structure of the journalistic text. The fact that the author's thoughts are expressed in the text in a coherent, systematic, proportional and related manner are important criteria that ensure the success of the manuscript. Usually, the introduction of the text helps the reader to get an idea of the general content of the article. Most newspapers and magazines use this method. Especially in the materials of literary and artistic publications, it is possible to observe a complex combination of logical and figurative methods of text composition.

The main content of the article and what it is about can also be given in the summary. "The editor's use of this method in order to interest the reader and keep his attention in most cases gives a positive result and ensures the readability of the article. This part serves as a compositional transition to the main part of the article".<sup>3</sup>

It should be said that the ending of the material written in different moods in an optimistic spirit motivates the reader to be in a good mood.

In order to improve the author's narrative style, not to make the reader bored, and most importantly, not to distract his attention, it is necessary to reduce the size of the manuscript. The editor will have to find ways of expression that fill its place by reducing the repetition and redundant sentences, the places given to the feeling, and serve to express the thought in a concise way.

It should be noted that the style of the author and the editor are different from each other. The author sometimes describes the reality in detail to make it understandable to the reader, dwells extensively on images and comments, describes the process in its original form. The editor strives to make the sentences clear and concise, to make the connections simple, and to convey the idea concisely without visual-impressive means. Usually, the size issue can also cause it to behave this way.

At the expense of the editor's reduction of details in the text, it excludes sentences that do not have much effect on the content of the article. Such reductions develop ideas that reveal the topic of the article.

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<sup>3</sup> Golub I.B. Literaturnoe redaktirovanie: ucheb. posobie / I.B. Golub. – M.: Logos. – p. 432.

In print, especially in the press, a manuscript undergoes constant reduction in the process before it is published. Abbreviations are usually made due to creative and technical reasons (statement, facts are unclear or outdated, do not meet political –ideological, ethical requirements, lack of space on the newspaper page, etc.). The issue of size is important for a newspaper.

Working with a manuscript, in general, the ability to find spelling, methodological, linguistic, logical inconsistencies and defects in it, and the ability to independently identify and edit defects, certainly requires a great deal of experience and knowledge from the editor. When working on a journalistic text, the editor focuses on polishing the content, minimizing the places where the person, thing, reality, biography, portrait, and landscape are expressed in the text, removing repeated sentences, finding and eliminating spelling, methodological, and logical errors in the text. Lyrical retreat focuses on the appropriate use of artistic colors, avoiding unnecessary information, facts, and introductions. In order for the text to be understandable to the reader, first of all, it is necessary to summarize the ideas and reduce some parts to a simple form. Concise sentences not only make reading easier for the reader, but also help them quickly understand the meaning of the article. Instead, he tries to enrich the text with artistically colorful words, facts and evidence related to the topic, wise words, descriptive expressions, to expand the places where the idea is not completed or not clearly expressed, to give maximum emphasis to the introduction and conclusion of the text.

“Controlling compliance with the basic laws of logical thinking in the process of working with the manuscript is also one of the mandatory stages of editing and analyzing the text” [Nakoryakova K, 2004]. For this, the editor needs not only to know the basic laws of logic, but also to be able to imagine the mechanism of the appearance of logical disorders, their integration in the text, and the negative impact of errors on communicative communication. The laws of logic have their place in the perfect construction of the manuscript composition, the internal connection between opinions, and the emergence of interrelationship.

Knowing the essence of logical laws, knowing how to apply them in practice, not only expands the scope of thinking of the author and editor, but also serves to make the article consist of interesting, clear and reasonable opinions. For this reason, the editor must have the skills of logical analysis to identify logical errors in the text and correct them. Analyzing the rationale of any text involves determining how the arguments relate to each other and to the wider context. Concepts, judgments, and conclusions, along with conjunctions, are the simplest units of logical analysis.

At the same time, working with facts is one of the most important aspects of the work of an editor working in print media, especially working with materials from authors. Determining the original sources of the facts presented in the text, checking them, eliminating ambiguities is one of the main rules of manuscript editing.

“When working with facts in the editing process, the editor should first of all determine the following tasks:

- To determine how well the facts used as a basis for conclusions and opinions meet the requirements for them;
- Checking the correctness, reliability and completeness of all facts;
- Evaluation of novelty, accuracy, expressiveness, i.e. determining whether the fact corresponds to opinions, the role of facts in revealing the essence of the problem” [Lashchuk O.R. 2022].

In the process of working with facts, the editor should pay attention to their essence, novelty, their place in determining the value of the manuscript, check the correctness, accuracy, reliability and completeness of all the facts, take into account that the information used in excess of the norm and in unnecessary places can distract the reader from the intended purpose.

For the editorial editor, every event, name, surname, number, quote, statistical indicators in the manuscript, that is, every element in the background of the news, acts as a fact. In short, any element of reality reflected in the text can be called a fact. The fact presented in the text performs several tasks, such as novelty in information, evidence in reasoning, basis for conclusion. For this reason, the editor should pay special attention to how carefully the facts presented in the text are selected, reliable and suitable for the intended use, that is, how necessary and sufficient it is.

When working on a manuscript, the editor should try to adhere to the following factual criteria:

- Working with primary and reliable sources;
- Comparative comparison of information from different sources;
- Seeking additional information;
- Obtain expert opinion;
- Do not trust unverified sources, etc.

As the mass media focuses all its attention and effort on timely delivery of events considered important for society to the audience, it is a professional necessity and responsibility for the editor to the proofreader to pay attention to the aspects that form the basis of their activity, in particular, that the information they transmit is impartial, correct and, of course, reliable. It is necessary not to forget to count. In this regard, during the editing process, paying attention to the information provided in the text, given in the factual background, checking them through correct and reliable sources should become one of the main tasks of the editor.

## **Conclusion**

As a conclusion, it can be said that in the process of working with a journalistic text and editing it, the editor, first of all, understands the main idea, the leading idea expressed in the author's manuscript; to be able to clarify the type, language and style of the manuscript; errors and mistakes in the manuscript, nonsense, sentences that need to be reworked, make them concise and perfect; adding quotations, wise words, introductory sentences to the manuscript that serve to confirm the author's opinions, while removing or condensing redundant, repetition, tautology, inappropriate details, placing sentences in a certain order, logical consistency and sequence; should develop skills and abilities such as a complete disclosure of the topic raised in the manuscript, the ability to determine the correct formulation of the introduction, main part and conclusion, work with the manuscript, and try to constantly develop editing skills.

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