



**What in the world is
a Magazine Editor?**

What is a magazine editor?



A magazine editor is someone who writes articles about things the magazine readers want to read about.

Editors also “edit” or make corrections to **other people’s articles** and put those articles in the magazine. That’s because sometimes the people writing the article know a lot about the subject, but they **need a little help** with their sentences and spelling. **The editor makes the articles better** by fixing the sentences and spelling, so they are **more fun and easy to read**.

Important skills for an editor



Good writing skills – spelling, sentence writing, paragraph writing, organization

Reading about what's in the news

Reading about anything and everything

Doing a lot of **research** and fact-finding

Interviewing – asking a lot of questions on the phone and in person

Important skills for an editor



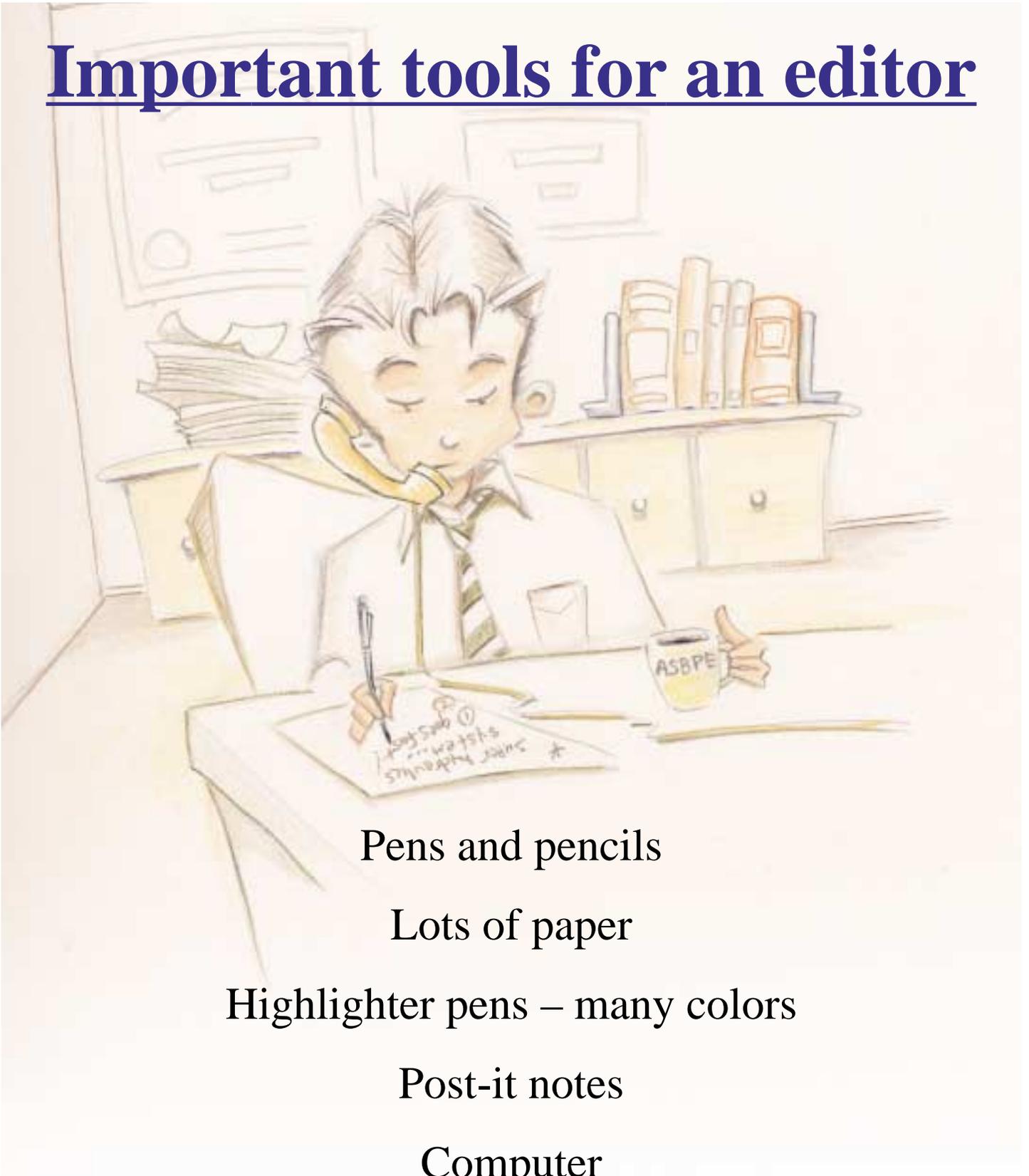
Working on several stories at one time, not just one!

Meeting **deadlines** – that means getting things done on time!

Finding interesting pictures to go with the articles

Computer skills for typing and research

Important tools for an editor



Pens and pencils

Lots of paper

Highlighter pens – many colors

Post-it notes

Computer

Telephone

Cell phone

Important tools for an editor

E-mail and voice mail

Internet

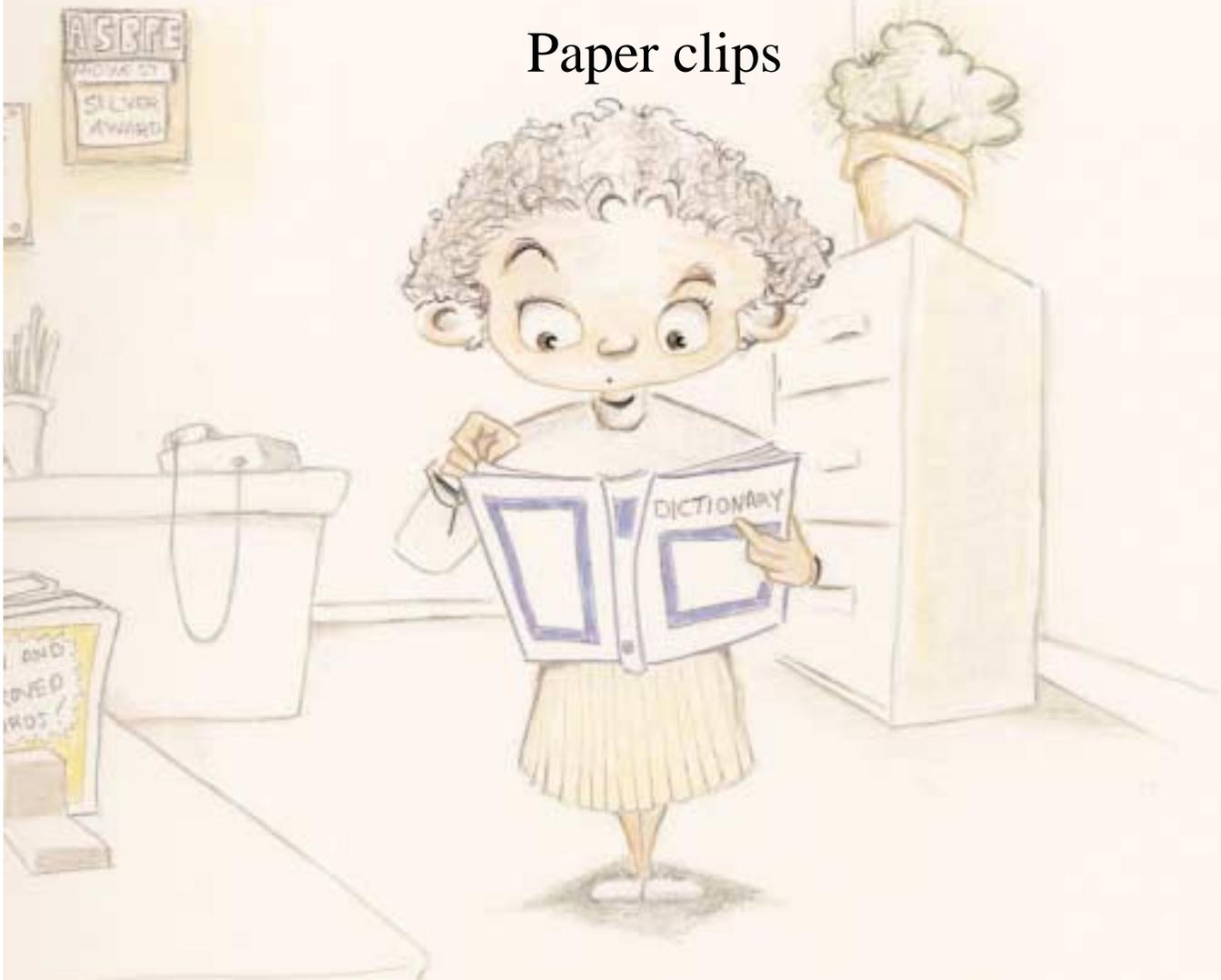
Library

Dictionary

Thesaurus

Scissors, tape, stapler

Paper clips



Notes for the presenter

The preceding pages, developed by the American Society of Business Publication Editors (www.asbpe.org), are designed to be used in “Career Day” type presentations to schoolchildren, ideally those in grades 1-6. Contact the teacher ahead of time to determine how much time you will have, and if there are any particular goals he/she has in mind. It is important to customize your presentation somewhat, and that the children see some concrete results of what you do: your publication. Below are some additional suggestions and talking points, to help get you started.

- Describe what your readers do for a living, and explain some of the types of stories you cover. Bring in some copies of your magazine.
- Ask the children the names of some magazines they have heard of. Do their parents read any magazines?
- Describe your typical day — When do you wake up? How do you get to work? Do you work in a large building? What time do you start and finish work? Do you check voice mail/e-mail first, start writing first, etc.?
- Bring in a toolbox and tell the children that it is not filled with regular tools, but with some of your editorial “tools.” Ask them whether they can guess what’s in the toolbox, and pull the items out as they are guessed correctly. It can be filled with a newspaper, phone, pencil, paper, coffee cup, paper clips, stapler, tape, calendar, etc. Explain how you use each item in your job.
- Try to relate your duties as an editor to theirs as students. For example, ask if they ever have reports assigned. Then ask if the teacher ever gives them a deadline to hand it in, or if they can take all year to do it. Ask them why they think deadlines are important.
- Remember to make it interactive and fun!

