



Newspapers belong to the oldest methods of getting information to the **public** and keeping people well-informed on important events. They can **cover** more news in greater detail than other **media** and reporters have more time to **get the facts straight**.



Producing a newspaper **requires speed** and good organisation. Reporters, **editors** and photographers always face **deadlines**. Many other workers are also **involved in** making a paper: **advertising salespeople, artists, printing press operators** and truck drivers.

Types of Newspapers

Newspapers can be **divided** into three **basic** types: dailies, weeklies and special interest newspapers. **In addition**, almost all newspapers have their own online **edition** which **provides** news on the Internet.

Daily newspapers print world, national and **local** news. Many of them also have a section about events that happen in the area in which the reader lives. Most dailies are **distributed** in the morning, but in some large cities newspapers have an afternoon or evening **edition** that comes out when people travel home from work.

Sunday newspapers have **additional features** and more pages than weekday editions. Topics like **entertainment**, finance or travel are **included in separate** sections, which sometimes make Sunday papers so large that they are difficult to **handle**.

Weekly papers are **distributed** in a much smaller area and have news that is more local and personal. In small **communities** people know each other and are often interested in activities of their friends and neighbours.



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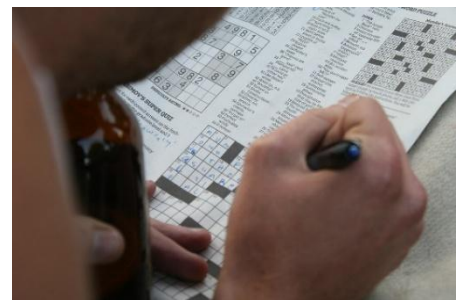


Contents of Newspapers

- International news – large format papers **publish** more news about **world affairs** than **tabloids**.
- National news **covers** the main events that happen in the country.
- Local news centres on what happens in the state or district that the reader lives in. Tabloids have more local stories than others.
- **Editorials** are articles that show the **opinion** of the writer.
- Letters to the editor come from readers and show their opinion on certain topics or agree or **disagree** with an editorial.
- Comic strips are a **series** of drawn pictures, mostly by a **cartoonist**, that show a story.
- Crosswords and other puzzles give the reader the chance to **solve** certain **tasks**.
- Horoscopes give you a description of your character and the things that may happen to you, **based on** the position of the stars and planets at the time of your **birth**.
- Television **guides** give the reader an **overview** of the programmes they can watch **throughout** the day.
- Sports are a very important part of most newspapers. That's why they are often given a larger section at the back of a newspaper.
- Weather reports and **forecasts** give the readers information on local as well as travel and international weather.
- Death **notices appear** mostly in local papers. They show a list of people who have died in the region in the last few days.
- **Advertisements** take up large parts of a newspaper and are **positioned** throughout the paper. Sometimes they can be a whole page in **size**, in other cases they make up only a few lines.
- Advice columns offer tips for readers and answer their questions on certain topics.
- Movie, art, book and music **reviews** give the reader information on new **releases**. Reporters give their own opinion on how good a new film, book or a newly released CD is.
- Special interest papers are newspapers for a special part of the population, like **Hispanics** in America. Some of them also **focus on** certain topics like sports or business.

**Crosswords are very popular
among newspaper readers**

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Gathering Information

The first step in printing a newspaper is to collect enough information. Reporters and **correspondents** do a lot of **research** work in order to **gather** the facts. They must also find out which news is important and worth reporting and which information can be left out.

A newspaper **employs various** kinds of reporters. A **beat reporter** covers certain **issues** and topics, mostly over a longer period of time. He or she may report on a **crime** and the **trial** that follows. An education reporter follows topics **related to** schools and universities. Other beat reporters cover topics like fashion or **science**. **General assignment** reporters cover any story that they are given to by the **editor**. Sometimes reporters spend months trying to get stories on **corruption** and other **wrongdoings**. These stringers, as they are called, do not work for a paper, but send them stories **regularly**.



Press briefing

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Large newspapers often have offices in other cities or countries. **Foreign correspondents** work in these offices and can send news stories to the newspaper very quickly.

Newspapers cannot have reporters and correspondents everywhere in the world. They get part of their information from **news or wire services**. Such services collect information from reporters all over the world and **relay it via** computers and satellites to newspapers. Among the largest **news services** are United Press International and Associated Press (both USA). Other services **include** Reuters (UK), Agence France Press (France) and ITAR-TASS (Russia).

Writing and Editing

Most reporters only **provide** information and the basic facts of a story and **rarely** write the whole story themselves. This is usually done by news editors. They write stories as a team on computers that are connected together. The finished story goes to a copy editor or reader, who corrects spelling and makes the story easier to read. If it is too long he makes it shorter and also finds a headline.



Stories would be boring without photos. Newspapers get pictures from **news services** and sometimes have their own photographers who work for them. Graphic **artists design charts** or **illustrations** for certain stories.

Columnists write stories that offer readers **opinions** about the news and important events. These **editorials** often try to **influence** the opinion of the reader.

Layout and Printing

The layout shows where the text, photos, **advertisements** etc.. should **appear** on the page. Almost all newspapers use computers to create layouts. Usually, these layouts are just empty **frames** that are filled when the news comes in.

The completed paper is transferred electronically from computers to the **printing press**. Most papers use offset printers in which the contents is put on **curved printing plates**.

Every day newspapers must be finished at a certain time, so that they can be **delivered** to the readers on time. For the morning **editions** this **deadline** is mostly late at night or shortly after midnight. For newspapers **published** in the afternoon the deadline is sometime in the morning or near noon.



Modern printing press

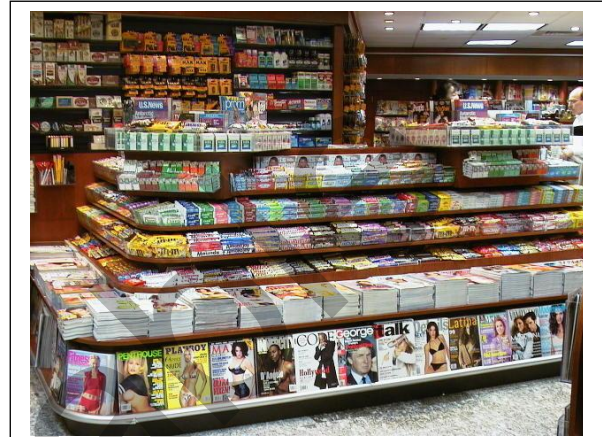
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Delivery and Circulation

After printing, the papers are **bundled** into groups, **loaded** on lorries and delivered to stores, **vending machines** and **newsstands**. Thousands of **carriers** pick up newspapers at a **distribution point** and **deliver** them to private homes, because everyone wants to get the newspaper as early as possible.

Circulation managers organize the **sales** of newspapers and try to **increase** the number of readers.



Newsstand in New York City

Image : [IPWAI, CC BY-SA 3.0](#), via Wikimedia Commons

Advertisements

A newspaper cannot exist without **advertisements**. They pay for at least 75 % of all costs. The people who work in this **department** sell ads to individuals and companies.

Newspapers carry two types of ads. Display ads can be as large as a full page and can also include **illustrations** and photos. Classified ads or want ads usually **appear** in a separate section. They often have only a few lines in which people **offer goods** and **services** or look for jobs and apartments. Classified's are grouped into categories so that readers can easily find what they want.

Newspapers in the 21st century

The **invention** of computers in the 20th **century** has greatly changed the way newspapers are made. Today, reporters can save time by sending the main facts of their stories by e-mail. **Editors** can easily make **corrections** with **spell checkers**. Articles are **shuffled** from one page to another, and color graphics and pictures make newspapers more **attractive**.

However, newspapers are facing **huge challenges** in today's world. **Increasing** costs of publishing have driven many newspapers **out of business**. **In addition, income** from ads is falling because newspapers must **share** the advertising market with television, the internet and other **media**.

Reading habits have also changed. Younger readers are not **attracted** to newspapers as strongly as **previous** generations. Many people **subscribe** to online editions, where they get news quicker. There is also increased competition from blogs and social media.



Newspapers in Europe and the USA

