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Teeline Gold Standard for Journalists-National Council for the Training of Journalists (Great Britain) 2009-10-01 This student book includes an introductory section to outline important principles and theory to give students a firm foundation for learning. It provides a range of practice exercises to offer learners drill materials from 50 WPM to 100 WPM designed especially to build their speed and fluency.

Teeline Shorthand Made Simple-Harry Butler 1982

Teeline Fast-Ann Dix 1990 Teeline is today's most successful shorthand system because it is based on the English alphabet and is quick to learn. It saves valuable tuition hours which can be used for other business/secretarial skills subjects. Teeline writers are able to reach high speeds and Teeline's logical approach means that there are few basic rules to learn and new learning can be mastered quickly. It provides teachers and students alike with a flexible shorthand program. The irresistible appeal of Teeline shorthand--its logic, simplicity and light learning load--is brought to you in this book specially written for short course students. If you want to learn Teeline quickly this is the book for you.

Teeline Gold Word List- 1992 Teeline Gold Word List contains the recommended Teeline outlines for over 12000 words--the sorts of words that might be expected to appear fairly frequently in non-technical material. This edition also has appendices of medical and legal words, as well as countries, major towns and cities world-wide and common currencies.

Teeline for Journalists-Dawn Johnston 2006-08-01 Aimed at journalism students, this work concentrates on the key terms and phrases they will encounter in their careers.

Teeline Gold-Jean Clarkson 1991 The Teeline Gold Course Book gives: a clear, colourful layout all the words you will need for exams and in the world of work lots of exercises to reinforce the theory and to give you that all-important reading practice practical dictation pieces to prepare you for your exam work word groupings to help build that speed all the longhand so you can check your shorthand longhand transcription counted in 10s so that you can use it for dictation practice at home.

Teeline Gold Speed Ladder-Meriel Bowers 1992 Following on from the "Teeline Gold Course Book", this is intended to develop students' speed. The book should enable teachers to structure their classes, once they have introduced the basic Teeline theory, by reviewing and extending the theory. It also develops the theory of word groupings.

Essential Reporting-Jon Smith 2007-09-18 "If you want a book that instructs you about all the technical skills you need to pass the examinations set by the National Council for the Training of Journalists (NCTJ) and embark on a career in journalism, then this is the book for you. It outlines the basic knowledge required to succeed as a trainee reporter. Shorthand, intros, writing styles, subbing, layout, the way newsrooms work and how to find things out are among the range of skills described." - Times Higher Education "Precisely what it says on the cover - a down-to-earth essential handbook for anyone embarking on a career in journalism. All you need to know about avoiding newsroom minefields and attracting the editor's attention for the right reasons. If only it had been around in my day!" - Bob Satchwell, Executive Director, Society of Editors This is a book for everyone who wants to be a journalist: a practical guide to all you need to know, learn and do to succeed as a trainee reporter in today's newsroom. Although the world of journalism is changing fast, as technology blurs the boundaries between newspapers, radio, television and web-based media, the reporter's core role remains the same: to recognise news, communicate with people, gather information, and create accurate, balanced and readable stories. Essential Reporting, written by an experienced NCTJ examiner, explains how to do this. Contents include: what makes a good reporter what is news, and how to find it how newsrooms work day-to-day life as a reporter key reporting tasks covering courts and councils successful interviewing writing news stories specialist reporting handling sound, pictures and the web It also contains a wealth of advice, tips and warnings from working journalists, a guide to NCTJ training and examinations, a glossary and a guide to further reading. It will be invaluable to anyone embarking on a career in journalism and is the NCTJ's recommended introductory text for all students on college and university courses preparing them to become successful reporters.

McNae's Essential Law for Journalists-Mark Hanna 2020-06-26 Precise and lucid in its treatment of practical detail, McNae's Essential Law for Journalists is the unrivalled handbook for professionals and students of journalism. Including pithy summaries, clear cross-references, and hands-on practical advice, McNae's provides students with authoritative coverage of key media law topics, as well as meeting the needs of busy journalists who need quick and reliable answers to the questions they face in their day-to-day work. Published in partnership with the National Council for the Training of Journalists as the elemental text for students, and widely used in newsrooms across the UK, McNae's continues to successfully distil the law and make it manageable. Digital formats and resources The twenty-fifth edition is available for students and institutions to purchase in a variety of formats, and is supported with online resources. - The e-book offers a mobile experience and convenient access along with functionality tools, navigation features, and links that offer extra learning support:

www.oxfordtextbooks.co.uk/ebooks - Comprehensive online resources accompany the text, at www.mcnaes.com, including regular updates from the authors to keep readers abreast of the law, additional material on important topics, and self-test questions to solidify students' understanding.

Essential Public Affairs for Journalists-James Morrison 2015-02-01 Essential Public Affairs for Journalists is an invaluable guide for both journalism students and practising journalists. It offers engaging coverage of the workings of both central and local government, and gives stimulating insights into how they are, and could be, covered by journalists.

McNae's Essential Law for Journalists-Tom Welsh 2007 This is a practical guide for journalists and other writers whose job takes them into contact with the law. This edition takes account of recent and forthcoming changes in the law as they affect journalists.

Online Journalism-Steve Hill 2013-12-10 "An essential guide for anyone hungry to learn how journalism should be practised today, and will be tomorrow. Hill and Lashmar encapsulate the transformative impact technology is having on journalism, but anchor those changes in the basic principles of reporting." - Paul Lewis, The Guardian "As the news business transforms, Online Journalism is a fantastic new resource for both students and lecturers. Informative, straightforward and easily digested, it's a one-stop shop for the skills, knowledge, principles and mindset required for journalistic success in the digital age." - Mary Braid, Kingston University Online and social media have become indispensable tools for journalists, but you still have to know how to find and tell a great story. To be a journalist today, you must have not only the practical skills to work with new technologies, but also the understanding of how and why journalism has changed. Combining theory and practice, Online Journalism: The Essential Guide will take you through the classic skills of investigating, writing and reporting as you master the new environments of mobile, on-demand, social, participatory and entrepreneurial journalism. You will also develop must-have skills in app development for smartphones and tablets, as well as techniques in podcast, blog and news website production. What this book does for you: Tips and advice from leading industry experts in their own words QR codes throughout the book to take you straight to multimedia links A fully up-to-date companion website loaded with teaching resources, detailed careers advice and industry insights (<http://onlinejournalismguide.com/>) Exercises to help you hone your skills Top five guided reading list for each topic, so you can take it further Perfect for students throughout a journalism course, this is your essential guide!

Journalism Ethics and Regulation-Chris Frost 2014-05-12 Technology, and the democratising of news gathering, continue to change traditional journalistic practice making the path through ethical and regulatory frameworks tough to negotiate. As high-profile celebrity cases such as Max Mosley's vividly illustrate, conflicts between the law, ethics and the public's right and desire to be informed are not easily resolved. This comprehensive volume addresses the ethical considerations, dilemmas and challenges the practising journalist faces, each minute, every day. Providing context and practical advice, it explores an area of crucial importance for the 21st century, thoroughly equipping the reader with the information and tools to negotiate this challenging area knowledgeably, practically and responsibly. This book has been written for students and trainee journalists, working journalists and editors, and indeed for any student of the media.

Search: Theory and Practice in Journalism Online-Murray Dick 2013-08-30 Whether uncovering breaking stories, finding reliable background information, or finding the right contributors for stories and packages, there is now a wealth of information available to journalists online - but where to begin? In Search: Theory and Practice in Journalism Online, Murray Dick provides a practical and theoretical overview of the journalistic research potential in various online tools. Written by a leading expert in the field, the book offers experience-based guidance into online search for journalism. Key features: - Up-to-date coverage of advanced search, the 'invisible web', social media, multimedia and the verification of online material - A critical overview of theory in online ethics, verification, and use of social media in journalism online - Original research into search theory, privacy, trust and rights issues online - Student-friendly pedagogy based upon professional practice and informed by experts in online research Search: Theory and Practice in Journalism Online is essential reading for undergraduate students of digital journalism, online reporting and journalism studies.

The Ethical Journalist-First Harcup 2006-12-13 Publisher description

News Writing-Anna McKane 2013-11-01 "Deserves to be on every journalism student's reading list and every tutor's book shelf. It is clear, straightforward and scholarly in a very accessible way... bursting with good advice and insight which should benefit all who all read it." - Kate Jenner, School of Journalism and Digital Communication, University of Central Lancashire "A first-class no-nonsense guide to news writing... Anna McKane's wealth of experience both as a journalist and a lecturer in journalism gives News Writing the edge over similar tomes." - Kate Shanahan, Lecturer in Journalism, School of Media, Dublin Institute of Technology The ability to hone and craft an eye-catching news story is fundamental to good journalism. It is an essential skill that the young journalist of today must carry with them. The growth of online journalism and the use of social media has meant that the skills required in news writing are evolving, opening up fresh challenges and exciting new possibilities. Anna McKane's News Writing takes you step-by-step through the key aspects of writing news on both print and online platforms, equipping you with all that you need to become an articulate, accurate and engaging journalist. Crucially, the book will show you how to: * create an attention-grabbing intro or first paragraph * structure the content of your story effectively * use the appropriate language. Fully updated to account for the role of online journalism, this second edition guides you through the essentials of website presentation, from headlines and standfirsts to the use of smartphone images and links. An all-new chapter shows you how to use Twitter and online blogs to piece together a winning story, and up-to-date examples and exercises throughout encourage you to pick apart and analyse the techniques used in a variety of recent news stories across a range of platforms. This is the essential workbook to take you through your studies in Journalism and News Writing.

The Magazines Handbook-Jenny McKay 2002-01-04 "The Magazines Handbook critically questions many of the assumptions of the magazine industry and covers the practical aspects of magazine work while drawing on some of the best writing about magazines from both journalists and media theorists."--Jacket. The Online Journalism Handbook-Paul Bradshaw 2013-09-13 How do we practice journalism in a digital world, in which the old 'rules' no longer apply? This text offers comprehensive, instructive coverage of the techniques and secrets of being a successful online journalist, both from a theoretical and practical point of view. Reflecting the vitality of the web, it will inspire you to acquire new skills and make sense of a transforming industry. Key Features: How to investigate and break stories online Learn to broadcast to millions using video and podcast How to blog like a pro Learn to manage and stimulate user-generated content Include and use social media in your toolkit How to dig out stories using data journalism Rise to the challenge of citizen journalism Make your journalism more interactive at every stage of the process Dedicated chapter for Law and Online Communication The Online Journalism Handbook is essential reading for all journalism students and professionals and of key interest to media, communication studies and more broadly the social sciences.

Good Writing for Journalists-Angela Phillips 2007-01-19 This is a book about the art of writing for newspapers and magazine, but doesn't look at punctuation, spelling, and the stylistic conventions of 'everyday' journalism. Instead, Good Writing For Journalists presents extended examples of writing which are powerful, memorable, colorful, or funny. Each piece is contextualized and analyzed encouraging readers to learn from the best practitioners. This book inspires those who want to make their writing individual and memorable. Along the way the major elements of non-fiction writing are introduced, in chapters organized by genre - profile writing, reportage, news analysis, investigation, sports writing, personal and opinion columns and 'lifestyle' among them.

Sports Journalism-James Toney 2013-01-20 'I always turn to the sport section first. The sport section record people's accomplishments; the front page nothing but man's failures.' - Earl Warren. Sports journalism, once dismissed as the 'toyshop' editorial department, has grown in importance as sport has become bigger and bigger business, generating billions in revenue to those who own teams, franchises, tournaments and organisations. Millions consume their newspapers from back to front and the audience for Britain's only 24 sports news channel more than eclipses news rivals. This book gives aspiring journalists and those reporters looking to move into sports journalism an inside track on what is needed to succeed in one of the most competitive media markets. Sports journalism is changing - the proliferation of dedicated TV channels, websites, radio stations, niche publications and, of course, newspapers offers a world of opportunity, but has also led to a change in the nature of the job. Drawing on the personal experiences of established and recently qualified reporters, it covers the whole range of skills required by sports journalists from traditional match reporting, news gathering, feature writing and colour copy to the modern demands such as providing a live blog, snaps for a website and updating a Twitter feed even before you getting around writing your story. You might be juggling the demands of a website that craves immediate SEO-friendly content with the requirements of a newspaper - which will still want the latest and freshest take on the story with a witty, punchy and original intro. Sport Journalism is an essential practical guide to sports journalism, focusing on the traditional key skills still required for success as a reporter but illustrating the increasing importance placed on multimedia, as print, online and broadcast journalism converge.

The Universal Journalist-David Randall 2000-07-30 Irrespective of language or culture, good journalists share a common commitment to the search for truth, often in far from ideal circumstances. With this assertion, David Randall emphasises that good journalism does not only concern universal objectives, it must also involve the acquisition of a range of skills that will empower journalists to operate in an industry where ownership, technology and information are constantly changing. This acclaimed handbook challenges old attitudes, procedures and techniques of journalism. This fully updated edition includes new sections on handling numbers and statistics, computer-assisted reporting and writing for the Web, as well as an extensively revised chapter on what makes a good reporter, and a new section on sources. Now, more than ever, this handbook is an invaluable guide to the 'universals' of good journalistic practice for professional and trainee journalists world-wide.

Teeline Revised Edition-I.C. Hill 1983 An alternative course book containing all the Teeline theory offering a complete course for students and teachers. it is divided into small learning units with a wide range of examples and exercises at each stage.

The Vanity Fair Diaries-Tina Brown 2017-11-14 Named one of the best books of 2017 by Time, People, Amazon.com, The Guardian, Paste Magazine, The Economist, Entertainment Weekly, & Vogue Tina Brown kept delicious daily diaries throughout her eight spectacular years as editor-in-chief of Vanity Fair. Today they provide an incendiary portrait of the flash and dash and power brokering of the Excessive Eighties in New York and Hollywood. The Vanity Fair Diaries is the story of an Englishwoman barely out of her twenties who arrives in New York City with a dream. Summoned from London in hopes that she can save Condé Nast's troubled new flagship Vanity Fair, Tina Brown is immediately plunged into the maelstrom of the competitive New York media world and the backstabbing rivalries at the court of the planet's slickest, most glamour-focused magazine company. She survives the politics, the intrigue, and the attempts to derail her by a simple stratagem: succeeding. In the face of rampant skepticism, she triumphantly reinvents a failing magazine. Here are the inside stories of Vanity Fair scoops and covers that sold millions—the Reagan kiss, the meltdown of Princess Diana's marriage to Prince Charles, the sensational Annie Leibovitz cover of a gloriously pregnant, naked Demi Moore. In the diary's cinematic pages, the drama, the comedy, and the struggle of running an "it" magazine come to life. Brown's Vanity Fair Diaries is also a woman's journey, of making a home in a new country and of the deep bonds with her husband, their prematurely born son, and their daughter. Astute, open-hearted, often riotously funny, Tina Brown's The Vanity Fair Diaries is a compulsively fascinating and intimate chronicle of a woman's life in a glittering era.

Speed Writing Skills Training Course-Heather Baker 2010-02 BakerWrite Speed Writing enables people to learn a new system in a matter of hours and become proficient within weeks. This book is laid out in six easy-to-follow lessons that take about an hour each. Practical guided exercises, with full answers, are included in each chapter and each session is rounded off with a dictation passage.

The Broadcast Journalism Handbook-Gary Hudson 2018-10-26 This exciting and comprehensive text takes students, trainees and professionals into the world of the modern-day newsroom, covering both key techniques and theory in detail. The second edition has been revised and updated to include all the technical, regulatory and theoretical advances in recent broadcast custom and practice and is influenced by newsrooms around the country. Main features: Complete coverage of all the key skills: news gathering, interviewing, writing and story-telling, live/location-reporting, online, editing, graphics and presentation. Expert advice and contributions from leading broadcast journalists from the BBC, ITV and Sky News. The Essential Guide, a section on how to get a job, the law and an up-to-date glossary of broadcasting terms. Workshops and Exercises, which provides the opportunity to practise key skills. Case Study, A Closer Look and Thinkpiece boxes help put the theory into context. Remember and Tip boxes summarise key concepts and offer guidance. A DVD demonstrating filming techniques and editing ideas. New for the second edition: Greater emphasis on online elements of broadcast journalism and the role of social media in news gathering. A focus on the interactive nature of the contemporary news process - how to find user-generated content, empower audiences and engage listeners and viewers. The key skills required for students taking the new NCTJ Broadcast Journalism exams. Ideal for students on journalism courses at all levels, this

text is also useful for professionals and trainees working in broadcast, print and other media, and those looking at broadcast journalism in the wider context of media studies.

Fashion Journalism-Julie Bradford 2020-02-01 This comprehensively revised and updated second edition of Fashion Journalism examines the vast changes within the industry and asks what they mean for the status, practices, and values of journalism worldwide. Providing first-hand guidance on how to report on fashion effectively and responsibly, this authoritative text covers everything from ideas generation to writing news and features, video production, podcasting, and styling, including advice on how to stay legally and ethically safe while doing so. The book takes in all types of fashion content - from journalism to branded content, and from individual content creation to editorial for fashion brands. It explores their common practices and priorities, while examining journalists' claim to special status compared to other content producers. In conjunction with expanded theory and research, the book includes interviews with journalists, editors, bloggers, filmmakers, PRs, and brand content producers from the UK, the US, China, and the Middle East, to offer all a student or trainee needs to know to excel in fashion journalism.

Law for Journalists-Frances Quinn 2009 Law for Journalists is a jargon-free introduction to media law and contains indispensable information suitable for those who are, or seek to become, newspaper, magazine, broadcasting and online journalists. It covers the content of most journalism courses including those accredited by the NCTJ.

Waterhouse on Newspaper Style-Keith Waterhouse 2010 This text provides a manual of tabloid journalism for students and everybody in the business.

Your Right To Know-Heather Brooke 2007 Have you ever wanted to force open the secretive doors of government? This book provides all the tools you need.

With a new foreword by Ian Hislop, it's also fully updated to include...-- New chapters on Scotland and the law in practice-- Tips for digging out information and new template letters-- An expanded and updated directory-- Examples of case law that you can use in your quest for answers-- An expanded Business chapter to help you get contracts, tenders and performance evaluations

Writing for Journalists-Wynford Hicks 2016-04-14 The new edition of Writing for Journalists focuses on the key issue for writers working across all forms of media today: how to produce clear, engaging and illuminating copy that will keep the reader hooked from start to finish. Written by skilled specialist contributors and drawing on a broad range of examples to illustrate the best professional practice, this edition includes: chapters on how to write news, features and reviews whatever the format used for delivery expanded chapters on writing for digital publication in both shortform and longform top tips on writing columns and blogs from leading professionals an exploration of the importance of style and its impact on great journalistic writing an extensive glossary of terms used in journalism and suggestions for further reading This is an essential guide to good writing for all practising journalists and students of journalism.

Sports Journalism-Rob Steen 2007-08-07 Sports Journalism is a comprehensive guide to the purpose, principles and practice of this unique profession and is designed to be enjoyed by students of both mainstream and sports specialist journalism. Providing a clear and structured approach to learning about both the craft of sports writing and the practical skills involved in becoming successful at your job, Sports Journalism, offers a comprehensive insiders guide to the business including: key relationships in sports journalism - networking and the Sports Desk print journalism for magazines, tabloids, broadsheets and the internet live action - news, radio and television sports journalism effective research - managing and accessing sources, information, statistics practical skills for managing schedules and meeting deadlines working with sports agents and PR professionals getting the best from press conferences and interviews. Laced with revealing anecdotes from the author's own twenty-five years experience of domestic and international sport journalism, Sports Journalism: A Multimedia Primer is an invaluable student companion.

Essential English for Journalists, Editors and Writers-Crawford Gillan 2010-11-30 Essential English is an indispensable guide to the use of words as tools of communication. It is written primarily for journalists, yet its lessons are of immense value to all who face the problem of giving information, whether to the general public or within business, professional or social organisations. FULLY REVISED AND UPDATED BY CRAWFORD GILLAN RECOMMENDED BY THE SOCIETY OF EDITORS

Kakegurui - Compulsive Gambler --Homura Kawamoto 2015-08-25 Hyakkaou Private Academy. An institution for the privileged with a very peculiar curriculum. You see, when you're the sons and daughters of the wealthiest of the wealthy, it's not athletic prowess or book smarts that keep you ahead. It's reading your opponent-the art of the deal. What better way to hone those skills than with a rigorous curriculum of gambling?At Hyakkaou Private Academy, the winners live like kings, and the losers are put through the wringer. But when Yumeko Jabami enrolls, she's gonna teach these kids what a high roller really looks like!

Journalism-Tony Harcup 2009-04-01 'Journalism' offers a wide-ranging introduction to journalism, which combines the experience and advice of practising journalists with insights gained by the academic study of journalism.

Journalism in Context-Angela Phillips 2014-09-15 Journalism in Context is an accessible introduction to the theory and practice of journalism in a changing world. The book looks at the way in which power flows through media organisations influencing not only what journalists choose to present to their audiences but how they present it and then in turn what their audiences do with it. Using examples from across the world, as well as from her own research, Angela Phillips uses them to explain complex theoretical concepts. She invites readers to consider how news is influenced by the culture from which it emerges, as well as the way it is paid for and how different countries have approached the problem of ensuring that democracy is served by its media, rather than being undermined by it. Journalism has always been an early adopter of new technologies and the most recent changes are examined in the light of a history in which, although platforms keep on changing, journalism always survives. The questions raised here are important for all students of journalism and all those who believe that journalism matters.

Medical Receptionists and Secretaries Handbook-Mari Robbins 2017-11-22 This best-selling classic has now been fully revised, expanded and updated. It has established itself over ten years and with three previous editions as the essential handbook for study and daily reference. Medical Receptionists and Secretaries Handbook, Fourth Edition contains vital information for all staff enabling them to work efficiently and effectively both within the NHS and private medical sectors. It encourages an understanding of the importance of administrative staff in providing high standards of patient care and promotes teamwork throughout the whole healthcare environment. No medical receptionist, secretary or healthcare administrator should be without it!

Mind Your Language!-Christina McIntyre 2018-02-23 Mind Your Language! is a book by journalists for journalists. Accessible, humorous and to the point, this book will help you improve your writing skills, starting with basic use of English including grammar and punctuation. Next, there's a no nonsense breakdown of the writing and broadcasting skills you'll need to make it in TV and radio journalism. From common mistakes, to how to carry out an effective interview, all the basics are covered in this little black book. Employers offer top tips on how to succeed in the media industry and former journalism students speak candidly about their transitions from university to industry. Whether you are a journalism student or someone who would simply like to improve your grasp of the English language, this is for you.

The Legal Secretary's Guide-Ann Cheyne 2005 "A good legal secretary is one of the most valuable assets in any legal office and this book, written as a practical guide, will enable them to approach their work with increased confidence. Of particular assistance will be the numerous completed specimen forms and documents. These examples are invaluable reference sources, indicating the best way of filling in such forms. As well as covering most areas of law, this book identifies the people who work in the law and the structure of the courts. It contains a useful glossary, a section on etiquette, and a helpful list of addresses, telephone numbers, and web addresses. There is also a guest chapter on finding a job which has been written by Zarak Legal, a leading London recruitment consultant firm. A 'test yourself' section at the end of most chapters acts as an ideal study aid for beginners to monitor progress, or as a desktop reference for the more experienced legal secretary."--BOOK JACKET.

Journalism in Britain-Martin Conboy 2011-01-19 This book teaches students that essential historical literacy, providing a full overview of how changes in the ownership, emphasis, and technologies of journalism in Britain have been motivated by social, economic, and cultural shifts among readerships and markets. Covering journalism's enduring questions - political coverage, the influence of advertising, the sensationalization of news coverage, the popular market and the economic motives of the owners of newspapers - this book is a comprehensive, articulate, and rich account of how the mediascape of modern Britain has been shaped.

Science Journalism-Martin W Angler 2017-06-14 Science Journalism: An Introduction gives wide-ranging guidance on producing journalistic content about different areas of scientific research. It provides a step-by-step guide to mastering the practical skills necessary for covering scientific stories and explaining the business behind the industry. Martin W. Angler, an experienced science and technology journalist, covers the main stages involved in getting an article written and published; from choosing an idea, structuring your pitch, researching and interviewing, to writing effectively for magazines, newspapers and online publications. There are chapters dedicated to investigative reporting, handling scientific data and explaining scientific practice and research findings to a non-specialist audience. Coverage in the chapters is supported by reading lists, review questions and practical exercises. The book also includes extensive interviews with established science journalists, scholars and scientists that provide tips on building a career in science journalism, address what makes a good reporter and discuss the current issues they face professionally. The book concludes by laying out the numerous available routes into science journalism, such

as relevant writing programs, fellowships, awards and successful online science magazines. For students of journalism and professional journalists at all levels, this book offers an invaluable overview of contemporary science journalism with an emphasis on professional journalistic practice and success in the digital age.

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