



Locating a particular picture among thousands filed in the reference room-called "morgue" in newspaper argot.

keep in mind the picture of this big room. Remember, if you will, the cameramen on one side and the telegraphers on the other; do this because you are going to see a great deal of movement as photographs begin pouring from one side, telegraphic and cable dispatches from the other.

. . .

Let us get back into the middle of the news room. You should thing is directed from the middle. Here you will see a square are the managing editor and his lication.



be in the middle, since every- In marked contrast to The Tribune's news room of today is the reporters' room of forty-one years ago.

days and sick leaves may inter- Chicagoland, would not be inter- room the editors must be con- It is necessary to understand that the late city editor and his vene. This is because there is ested in a heavy rainstorm in stantly advised of these changes. these things in order to know staf are going home to sleep as an assistant night editor who Tombstone, Ariz. But you would And the story, which began as a how it is that news, after it orig- the day city editor enters the takes the place of the absent one. be interested if it happened in relatively simple event in the inates, flows through channels room. This desk and its occupants Chicagoland. So the Tombstone morning, has developed a multi- which are perfectly known to Chief among the troops of the see every printed word before it storm is sifted out. You must plicity of changes by late night. all the men who handle it. News day city editor, if we may use a goes into The Tribune. You may also remember that news keeps Remember also, ladies and start with a reporter and ends military simile, are a back-

steps may be taken. Later in

the night more steps. And all

sant attention.

think of this desk as a kind of on happening - that is, keeps gentlemen, that story changes with a managing editor. ground of more than 200 editosieve through which everything changing. Therefore the sieves are not the only siftings. Mis- And now that you have seen rial people immediately attached passes. Indeed, every process must keep up with the changing takes happen. You have heard the last sieve, let's stop and to the staf of The Tribune, the in a newspaper office is a sieve. news. In the afternoon congress of them in the best of families. begin where we ought to begin— communication systems (tele- Getting the facts over the phonel A rewrite man and a telephone save

The story as it happened in the to keep out the mistakes. The and written and edited and sent spondents in hundreds of cities who registers and is informed afternoon has become an entire- editor must eliminate all libel- to the printers. ly different thing at night. All ous statements, all overstate- The Tribune is a cont of this requires the most inces- ments, all bad taste. Sometimes operation. Its processes are Morgue first: Morgue is the eye on office boys, the telephones, a story has a historical signif- active twenty-four hours a day. news room argot for reference the sorting of City Press bulle-Consider a crime. In the icance. This means that an Yet we must begin somewhere, files. In the steel cabinets of tins and telegraphic material; morning the crime may be re- editor must develop an article so we take up at the point which this department are thousands and a varying number of reported. In the afternoon the which will supply the historical seems the most normal to nor- upon thousands of envelopes writers.

been arrested, and in the early rate for a long time. The point this is as good a place as any, we graphs, and all accurately filed ment. They come trickling by morning that second criminal we are trying to make is that shall begin with the work of the and cross-filed. Almost never a ones and twos. When they have editorial training on The Trib- day city editor at 8:30 a.m. name in the news which is not finished their eight hours they une is a long process. The prin- Now, you have been looking at pursued through the morgue for go home. But all through the cipal news editors have been in two sides of the news room- a record of that name's past his- day and night they are coming training from fifteen to more photography and telegraphy. tory and the light it may throw and going. This is why it is than twenty years.

. . .

Now let's take one more glance ing newspaper. at that square desk in the center You must quickly distinguish for tomorrow, for next week, every assignment, the whereof the news room. It is the most between the city editor and the next month, next year. Every abouts of every reporter and important machine in a room day city editor. The city editor, letter and notation and scrap of cameraman at every moment of full of machinery. It is interest- who arrives at 2 p. m., is the information which may have the day. Reporters may be scating because the men you see master mind, if we may be per- any possible future bearing on tered all over the city. there have been through most mitted this pat on the back, of any possible event in the future An important event may occur of the battles incident to news- the Chicago news gathering is put in the future file. But with the suddenness of an explopaper life. You will be reading force. The day city editor is the future file also means The Trib- sion. The day city editor must farther on of the day city editor right hand of the city editor. une every day. and the telegraph editor, sports The day city editor is the man It is high time we get back to ers and cameramen on the moeditor, and all the other depart- who gets the machinery started the day city editor. The first ment and collect them at a given ment editors. These are the ed- and has it all oiled and running thing he does is to examine that point. He must not only know of production.

a reporter, a copy reader, and of the Chicago news. city editor. This same thing is When the day city editor ar- mediate staf. This staf is made true of the city editor, who began rives at 8:30 a.m. he does not up of an assistant who registers desk. Four men are seated at succession of sieves until finally has made a complete confession! as a City Press reporter and find an empty room. This is be- and keeps informed on assignthis desk, one on each side. They it is considered suitable for pub- See what that involves. Every went through the labors of day cause, as has been said above, district of the city is covered city editor. The news editor has The Tribune is a twenty-fourimmediate staf. Count them Now, let's see what these throughout the twenty-four been a reporter, a copy reader, hour process. So the day city again - 1, managing editor; 2, sieves are. You must keep in hours by police reporters. Every sports editor; the night editor, editor sees the departure of the city editor; 3, news editor; 4, mind first of all that what is one of those reporters must keep too; and his assistant has late editor and his staf. We night editor. You will always news in one place may not be on the alert for every possible touched many of the rungs in shall not go into that now. It see four men, even though holi- news in another. You, living in change in the story. In the news the ladder reaching to his post, is sufficient for you to remember

of these steps must be followed. families, we think, and we try it happens and as it is assembled graph), a background of corre- ments to reporters; an assistant

police have caught a criminal. and informative background. mal folks. Normal folks begin containing mountains of clip- The reporters begin arriving.

On the third side you will find upon the news of today.

itors in charge of the first stages so that when the city editor ar- day and date in the future file. this, but he must know the caparives he can be relieved of a A stack of possibilities emerges. bilities of each man, so that each The managing editor has been thousand details and be free to These he unscrambles with the may be assigned to the kind of through them all. He has been take over the main movement expertness of long experience. news he is best equipped to

future file.



November 20, 1938

and towns, the morgue, and the on assignments to cameramen; an assistant who keeps a general

At night another criminal has Well, we could run on at this work in the morning. And since pings, memoranda, and photo- They do not come in one reginecessary to have a day city the day city editor. He is one of The future file: Just a card editor and a staf of assistants the oldest traditions on a morn- indexing system into which is whose business it is to keep scruplaced every future possibility pulous records of every reporter,

> know how to reach those report-He is helped to do this by his im- cover. It wouldn't be very good

journalism to have (Continued on page nine.)

The news is shaken through this may take certain steps in legis- Well, The Tribune is the best of with the production of news as phone, wireless, radio, and tele- many precious minutes as the deadline draws near. (Tribune photos.)

The Tribune's News Room Main Editorial Workshop of Your Newspaper

than 5,000 miles with the most

(Continued from page eight.) to happen in congress. You will all the star reporters gathering next telephone to the day city the secondary information and editor and tell him just that. then discover that the youngest Now, Mr. and Mrs. Tribune cub reporter was left to write Reader-Reporter, you may have the story of a century.

Now, if you have been watch- city editor will decide. He may ing closely you have seen tele- decide that Senator Jimson said graphic and city bulletins, tele- that same thing two weeks ago, phone calls, the memoranda in which event you may get anfrom the morgue, and all the in- other assignment. If he decides formation from the future files that the senator has said someassorted and prepared for as- thing worth printing he may tell signment. The day city editor you to hurry to the news room, and his assistants have all read sit down at a typewriter, and the morning Tribune and the write what Senator Jimson has early editions of the afternoon told you. There you have a simpapers and have formed a gen- ple act of reporting. You may eral opinion of the trend of the multiply the activities thus exnews. In addition to this they plained by any number you all have the background of many choose, but the result will be the

months and years of experience. same. The assignment book begins to Suppose the story is a crime take form. This is a loose leaf involving the actions of a numledger. The pages contain the ber of persons. There will be typewritten assignments to the a number of reporters and camreporters. When a reporter has eramen, each assigned to procovered his assignment he tele- duce information on a given phones this fact to the day city aspect of the crime. Sometimes desk. If his assignment has re- this causes a reporter to watch sulted in no news he may be an apartment for days at a time; given a further assignment. If another reporter will patiently he is ready to write he may be ask the same information of a called back to the news room to policeman a dozen times a day prepare his story, or he may be to make sure that an event told to telephone the facts to doesn't happen without his a rewriter, who will write for knowing it. One Tribune rehim so he may take a second porter followed a criminal more

It is possible for a reporter to meticulous patience, and got remain assigned to one subject, him. such as a trial in court, for days or weeks. Or he may skip from one to another of a dozen assign- And now, while the reporter ments in a single day if in the has been getting his assignment changing requirements of the covered and we have got him sitreporter seem more important with the cameraman. His ason each succeeding assignment. signment is different only in the tographers. Or, because of their cameraman was getting pic- it is selected by spoonfuls. No rect. constant communication with tures. The camera, when the reader, no matter how hungry And the cable editor; for by 3 and reporters may cover a half to the office, may have produced countless duplications, unauthor- eign correspondents of The Tribof the facility with which a sec- movie star, who was willing to portant speeches, and clouds of their discoveries from all over tion of the city can be covered pose beautifully for her likeness, words affecting trivialities in the world. Each one tries to file by automobiles

in the day city editor's head, and who did not want to pose but have editors. they change very frequently. It who had to be caught in that Now the City Press reports whether the cable news comes is his business to keep his eye split second which cameramen must be sorted; so the items are from the Tribune correspondon the result. The result is an call a speed flash. Well, he sent to the reporters who have ents, the Associated Press, or accurately reported news item. comes back to the news room been assigned to those same other services, it all goes to the

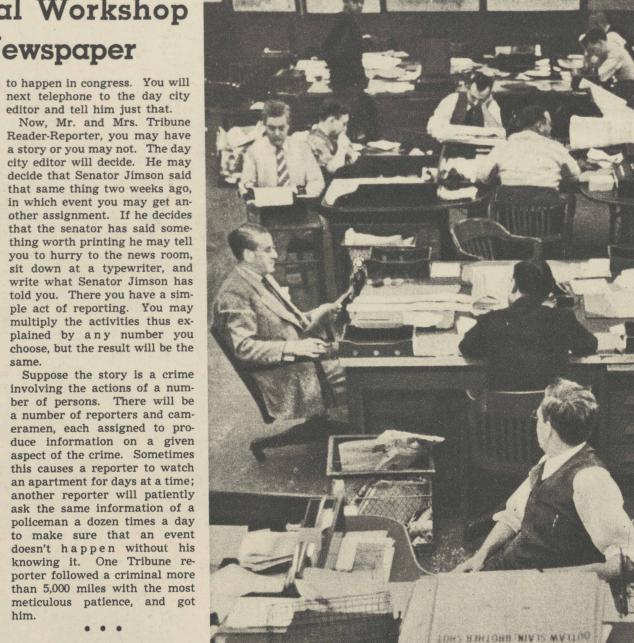
total of editorial persons is some- rooms. Here the expert devel- what to use or discard. erate.



Desk of the day city editor and his assistants

lic schools, the police districts, maintained by all the Chicago gets into action not so long after be edited and to receive the the deadline. Of course, this is With him have gone the men and some others are the regular newspaper. Colloquially it is noon. He is confronted by that proper headlines. beats. Reporters covering these called the City Press. It em- mountain of special and Associ- . On another side of the news it is worth noting that the east for reporters and cameramen. beats become expert. The ex- ploys a large staf of reporters. ated Press dispatches we told room you will see the society is one hour ahead of Chicago, The city editor now has the situpert reporter is one who has These reporters cover the rou- you about a moment ago. He writers. These ladies have been and also that Chicago is the ation well in hand, as they say piled up the assets of acquaint- tine sources of the news. You immediately begins by distribut- getting letters and telephone most important, therefore must in the marines. The city editor anceship. The city hall reporter will say, why duplicate? Why ing the items among the sub- calls by the hundreds all day, to be later, since the reporters can has been over the day assignknows every official, and so on should there be a City Press re- editors. His desk is shaped like say nothing of the calls and hardly come to the office before ments a dozen times. He knows through the list of beats. A porter in the city hall and also a horseshoe. The telegraph ed- visits they themselves have the principal public avenues of what every reporter is doing; police reporter knows his police- a reporter from The Tribune? itor sits in the inside of this made. Their news is sent to the news are closed. And the first every cameraman. He has gone

300 editorial people have a more for a ten-line item in The Trib- contact. And now each item is headlines. or less direct relation to the une to have cost a thousand dol- considered for its value to the And again: Beyond the soci- reporters make their fingers fly police reporters are all where to visit a hotel and have a talk to use an earlier simile, when ing telephone calls to verify the many volumes each year. A rain The rhythm increases. Here nothing can happen that can't talk with the senator and discov- lines.



Middle of the news room, from which everything is directed. The cable desk is in the foreground, behind which is the center desk of the managing day city editor the efforts of the ting at his typewriter, let's go editor and his immediate assistants. then the local copy desk, and finally. in the rear, the day city editor's desk. (Tribune photos.)

rectly concerned. the news room has been increas- but from every business center that we described that square known as the metropolitan ediing in intensity. More reporters in the world. In Chicago the re- desk in the middle of the room. tion. It is the first edition; and are coming and going; more porters for the financial section It is about this square desk that it is also a kind of first round in cameramen are alert; more have been getting the news from the telegraph, cable, and finan- the night's battle. wires are being thrown open; the stock market, the Board of cial.desks are arranged on three and more editors are beginning Trade, the banks and the brokers sides. The city desk is the to take their places in the pat- and the investment houses; from fourth. To this city desk, then, For now the scene has tern of publication.

A dozen reporters may be need- sense that while the reporter room like the rush of water out must tell much in little space ed on one story, and a dozen pho- was getting information the of a hundred fire hydrants; but and also be typographically cor-

the day city editor, cameramen photographer is ready to return for information, could read the o'clock in the afternoon the fordozen assignments each because anything from a portrait of a ized assertions, windy and unim- une are beginning to pour in to the scene of a crime or the out-of-the-way places. The news dispatches which will reach the There is no rule. The rules are ugly faces of a band of criminals must be edited. That's why you news room in time for the first edition. But irrespective of We spoke of more than 200 and instantly disappears into events. The reporters, having cable editor. You have seen the editorial people. In reality the the door leading into the dark- the best information, will know telegraph editor's horseshoe this desk you will find it just like pages. These blanks are called page has been torn down and desk? The cable editor has one the others—boss copy reader and dummies, since they are blank the late news. The engraving thing under 300. But since their opers of plates and films begin This has been going on since just like it; himself on the inside the subeditors. interests take them into many their swift and technical efforts. we first brought you into the and the cable subeditors (copy Now at last the city desk. This Upon these sheets the composfields, there is a grouping of So you have seen the reporters news room. But now the Asso- readers) on the outside. And has been kept to the last, since ing room foreman has allotted their efforts. There are 83 re- and cameramen. Now, while ciated Press reports are increas- the cable editor must have two we began with telling you how the advertising space. The night porters, young men and young their activities were going for- ing in size, until by noon there assistants who are called tran- the city editor works. The time editor swiftly sketches in the women, who are directly con- ward there have been a lot of is a small mountain of typewrit- scribers, since they transcribe is now well along in the after- positions of the news stories and cerned with the assembling of other movements which you ten copy accumulated from the the almost unintelligibly coded noon. The reporters are coming the illustrations. It is a Chinese Chicago news. Perhaps we can couldn't have known about. And teletype machines. These are cable dispatches into newspaper in groups. They pay a short puzzle to the layman; art to the tell you quickly how they op- so we are going to try to bring simply a kind of typewriter at- English. So the cable news visit to the day city editor, who news editor.

. . .

the world. All this material Next the finance desk. It is By 4 o'clock all the desks are With this rapid clearing away must be cut and sorted and de- exactly like the telegraph and in full operation. The telegraph, of material from all these livered to the editorial desks di- cable desks. But to this desk cable, financial, and sports copy sources you have seen the first comes the news of business and is flowing toward the desks we edition moving to press. This, And all this time the tempo of finance, not only from Chicago have described. Remember also when it reaches the street, is

movement of the news. You lars or even more, since that Chicagoland reader, is carefully ety writers is the sports depart- as fast as they can. The copy they can be reached at a mohave been hearing about the re- item may have started out as a edited, and is equipped with a ment. It seems hardly neces- readers perspire freely in their ment's notice by telephone; that porters, the cameramen, the day big item, involving the charter- headline. All of these activities sary to remind you of the strain to read the stories rapidly the suburban reporters, forming city editor's staf, and the method ing of an airplane, some rail- require education and experi- baseball games, the football and get the headlines written. If a ring around Chicago from of giving assignments. The next road tickets, and many trans- ence. Sometimes a subeditor games, the boxing tournaments, you think this is a holiday, try Waukegan on the north to Gary step is easy. Only put yourself continental telegrams and (whom we call a copy reader) and all the other hundreds of putting the essential elements on the southeast, are on duty; he Suppose you have been assigned news has all simmered down, or, and reference room and in mak- terested. Golf alone would make twenty-four letters! with Senator Jimson. Well, you the news was sifted, it was ten facts in a small item. And his of scores and sports items is comes the war in China. There be handled swiftly and comability to write headlines verges pouring on the sports desk every the news of Washington, the pletely. er that this or the other is going Copy comes into the news upon the poetic. A headline day and night. If you examine White House, and congress, fill- Take another glance at the Next week: Printing The Tribune.

you up to full possession of the tached to telegraph wires. In- comes pouring in, the transcrib- wants to know all about the Page one is dummied on the There are certain avenues of facts in a few swift lines. stead of an operator listening to ers transcribe it, and the copy story and wants to tell the re- blank sheet. The cartoonists news which do not change. All around the clock the re- the dots and dashes, the teletype readers read and correct and porters how much to write. The have turned in their drawings These avenues are called beats ports from the City News Bu- gets going without an operator write headlines for it. in news room language. The reau of Chicago have been com- and reels off endless yards of the federal court building, the bureau? Well, it is an independ- telegraphic news, we must tell ers. All of this material comes city desk you will discover that getting things smoothed out for state's attorney's office, the pub- ent news gathering organization you that the telegraph editor pouring to the financial desk, to you have less than two hours to his superior, has left for the day.

t downstairs to the printers. noon with the art department can wait for a full sheet. Meanwhile copy has been news editor has outlined a map

going to the composing room on the latest and proofs coming back. The ed- development itors at the square central desk, in the Chinese who from early afternoon have war; another kept close to the news with hur- for Spain; anried conferences and a stream of other in the memoranda, now begin hungrily central Euroreading these proofs. The vari- pean crisis. ous department editors, one at He has india time, arrive at this square cated charts desk with their schedules, lists to illustrate of news, that is, together with the condition recommendations of news value. of the United

. . .

From out the darkrooms come WPA, the cameramen and the men who anything have developed and printed the that can best photographs. From the Asso- be brought ciated Press offices come the still home to the wet prints of photographs sent reader graphby wire from all over the world. ically. By mail come the packages of The night headlines verges photographs sent by correspond- editor begins ents and the pictures services to make over his dummies. There from everywhere. All these pic- is a new edition at 8:10 p. m., torial embellishments are thumb another at 10:10, and then a retacked to long frames along the plate on this edition for Milwausouth wall where the editors can kee; we are drawing near the see them. The picture editors final edition. and the caption writers begin But before we reach that final their selections. From 100,000 and news pages.

A mind-the-tube boy receives a carrier containing news copy or rolled-up photographs.

save for the column rules.

a subdued hum of intensive in- to send their plates to the composing room.

. . .

the railroads, the insurance com- comes the reporters' copy. changed. The day city editor, Since we have been talking of panies, and the real estate deal- If you will put yourself at this whom you saw earlier in the day true also of the other desks, but who drew up the assignments Simply because The Tribune horseshoe, the subeditors about editor of the feature pages. He deadline is at 5:30 p. m.! over the night assignments; Now, the 200 out of the some takes no chances. It is possible the outside. Thus there is close in turn edits and writes the Now the mill is going! There knows what to expect in a gencan be no waste motion. The eral way. He knows the night equipment of copy readers;

ing three high-speed leased other desks. The news editor wires. The copy boys are trot- has familiarized himself with ting in a sort of regular cadence every cable and telegraphic disfrom one desk to another, patch. He knows what the snatching up the finished news sports department has to offer. from the copy hooks and sending He has kept in touch all after-The telegraph operators in the The artists are knee deep in pic-Western Union, Postal, and the tures and maps and charts and syndicate offices are clattering graphic illustrations. There are as if in competition. They pull more illustrations turned out by sheets out of their typewriters the Tribune art department a paragraph at a time. No one every day than by any other newspaper in America. The

States treasurv. and th



edition you should know there photographs each year are made is almost never a final edition. the selections to run on the back since The Tribune never stops. After the final has gone to press The night editor re- the late editor arrives. He will ceives some sheets work with a skeleton staf of of paper ruled in writers, reporters, and camerathe blank form men. His first duty is to send of the full in an edition at 3 a.m. This is newspaper the two-star final. After this he may have as many as a half dozen later editions, until as late as 8 a. m., all these depending upon the importance of the news.

. . . We are ahead of the schedule. We resume with the night editor, who when we left him to discuss the late editor was preparing for the final edition. This is the city edition. You are seeing a repetition of the scene you witnessed in the late afternoon, except that the intensity is greater. News dispatches have changed a dozen times because of late develop ments. Pictures have been com ing from cameramen and from great distances by Associated Press wirephoto. The picture

room is sending its zinc etchings to the composing room by the armload. All of the page dummies, those

sketched - in sheets showing where every news item and advertisment will appear, have been sent to the printers. The square desk in the middle of the room is studying the chart of page one.

"The makeup of The Tribune." news room is settling down to and the engravers are beginning the managing editor will tell you, "is the crystalized judgment of the news organization. Reporters and correspondents advance their best stories to the editors of their divisions. These editors in turn select the news they think most important. After the schedule of news has passed through city, telegraph, cable, financial, and sports editors it is judged by the central desk of four editors. The final approval is that of the managing editor, who is always in communication with the editor."

The editors are struggling with the eight-column line for the first page. The copy readers are polishing the last bit of copy and the last headings; the picture editor is putting the last touch to a caption. The rewriters are straining at the telephone for a last fact from a police reporter or from a correspondent in Springfield or from a foreign correspondent who has just entered Vienna with Hitler's troops (by the way, it happened just so), and the office boys are in a swift, silent parade from the desks to the copy chute. The dummy of page one is sent away. There is a final split-second bulletin. The heads of the various copy desks arise. The copy readers snatch pencils and paper in the position of a reporter. telephone calls; and when the may spend hours in the library events in which humanity is in- of a two-column article into knows that the city desk has its and hurry to the composing at the printers' forms. It is deadline.