

No. of Printed Pages : 2

MBP-002

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING (PGDBP)**

Term-End Examination

December, 2023

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

Note : *This question paper has **five** compulsory questions. All questions carry equal marks. Answer each question in about **300-350** words unless otherwise instructed.*

1. Discuss the role and functions of a copy editor in a publishing house. 20

Or

Discuss the responsibilities of an author in the process of book publishing.

2. Briefly mention the computer aided publishing techniques. How do they differ from the traditional publishing process ? 20

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Or

Why is it important to refer a manuscript to an outside expert ? What precautions are necessary in selecting an outside expert ?

3. What is the importance and methods of keeping track of a manuscript that has come to the publishing house for consideration ? 20

Or

Define the term copy editing and discuss the levels of copy ending.

4. What is copy marking ? How does it differ from proofreading ? 20

Or

Why is a book cover necessary ? What are the various parts of a book cover ?

5. Write short notes on any **two** of the following : 10+10

- (i) Literary agents
- (ii) House style
- (iii) Multimodal publishing
- (iv) Dummy
- (v) Layout of a book

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