

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING**

**Term-End Examination
December, 2013**

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

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

1. Describe the author - editor - publisher relationship and mention their responsibilities. **20**

OR

What do you understand by reviewing and refering of a manuscript ? Why is evaluation of a manuscript important before deciding to publish ?

2. Define the term copy editing. Why is copy editing important in book publishing ? **20**

OR

What is proof reading ? How is it done ? What is its importance in book production ?

3. Explain the difference between layout and design in the context of book publishing. 20

OR

What is an illustration ? What are different kinds of illustrations used in book publishing ?

4. Write briefly the various printing processes used for printing books. 20

OR

What is desktop publishing? What changes has it brought in the pre - press work of book publishing ?

5. Attempt **any two** of the following in 150 - 200 words each : 20

- (a) Importance of copy marking
 - (b) Sources of a manuscript in a publishing house.
 - (c) Literary agent
 - (d) House style
 - (e) New concepts in book publishing.
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