

00815 POST GRADUATE DIPLOMA IN BOOK  
PUBLISHING

Term-End Examination

December, 2012

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

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

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1. Describe the role and functions of an editor in a publishing house. 20

OR

What is copy-editing ? What a copy-editor is expected to do while working on a manuscript ? Discuss with example. 20

2. Explain the term 'House Style'. What points should one keep in mind while applying house style on a manuscript ? 20

OR

'Technological advances have brought out many changes in traditional concept about publishing' - discuss the future of electronic publishing in the light of this statement. 20

3. Discuss some of the routes through which a manuscript can be acquired by an editor. 20

OR

What procedure is generally followed by a publishing house in the commissioning process to maintain high standards of publishing ? 20

4. What are the three levels of copy-editing ? Discuss with suitable examples. 20

OR

How does one read proofs ? Write some of the proof correction symbols that you know off. 20

5. Write short notes on *any two* of the following in 150-200 words each: 10+10=20

- (a) Editor author relationship
  - (b) Desk Top Publishing
  - (c) Literary agent
  - (d) Copy marking
  - (e) Layout of a page
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