

**POST GRADUATE DIPLOMA IN
BOOK PUBLISHING**

00635

Term-End Examination

December, 2014

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. Attempt each question in 300 – 350 words, unless otherwise instructed.*

1. What do you understand by the term “style” with reference to writers and publishing houses ? Discuss with reference to the three types or categories of style. 20

OR

What do you understand by the term “Style Manual” ? What are the general and specific instructions a style manual provides ? 20

2. “There are many ways by which an idea of a book can be developed into a book.” Elucidate this statement with suitable examples. 20

OR

Write a note on the qualities, responsibilities and job description of a Commissioning Editor. 20

3. What are the points that any copy editor must keep in mind to ensure a manuscript is satisfactory to both, the author and the publisher ? Discuss with suitable examples. 20

OR

Distinguish between copy marking and proof-reading with reference to their role and importance in the process of book publishing. 20

4. "Magazines differ from books in both editorial content and design." Discuss with suitable examples. 20

OR

"Illustrations (in books) not only attract attention and transmit information but also explain, instruct and entertain." Discuss with reference to any book you may have come across. 20

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

- (a) Substantive editing
 - (b) New concepts in publishing
 - (c) Literary agents
 - (d) Importance of 'dummy'
 - (e) Cropping and Scaling
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