

00165 POST GRADUATE DIPLOMA IN BOOK
PUBLISHING

Term-End Examination

June, 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. What do you understand by 'field and scope' of editing ? Classify editors by their responsibilities. 20

OR

Describe the work of a copy editor. What is copy editor expected to do while copy editing a manuscript ?

2. Define the term 'house style' Mention the areas where instructions can be given for making a uniform house style ? 20

OR

Mention some of the features that distinguish electronic book from the conventional book.

3. Enumerate the sources of supply of manuscripts into a publishing house. 20

OR

Discuss the qualities of a good commissioning editor.

4. Write briefly the importance and method of keeping track of a manuscript that has been submitted to a publishing house and has been accepted for publication. 20

OR

Define the term 'Copy editing' and mention the types or levels of copy editing.

5. Attempt *any two* of the following in 150 - 200 words each : 10+10=20

- (a) Proof correction symbols
 - (b) Fundamentals of layout of a book
 - (c) Parts of a book
 - (d) Various types of illustrations
 - (e) Printing processes
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