

**POST GRADUATE DIPLOMA IN
BOOK PUBLISHING**

Term-End Examination

00265

June, 2018

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

Note : *This question paper has seven questions. Attempt five questions out of seven questions. All questions carry equal marks.*

1. Editing is a process to transform a manuscript into a printed book. Discuss the process covering different kinds of editing. 20

OR

Discuss the qualities of a good editor.

2. Write short notes on any **three** of the following : 20
- (a) Creative Editing
 - (b) Proof-reading
 - (c) Author's Clearance
 - (d) Copy Editing

OR

Describe any **two** of the following :

- (a) Author's responsibilities
- (b) Publisher's responsibilities
- (c) Literary agents

3. A publication conveys information to the readers. To make this process effective and interesting we need to arrange the text and visuals properly. Discuss. 20

OR

Draw a style sheet of a newsletter (8 pages) with special consideration to masthead, colours, font, illustrations, etc.

4. Manuscript editing can be separated into three processes — creative, substantive and technical. Discuss. 20

OR

Discuss the editorial wing of a publishing house, with examples.

5. Give a note on the qualities and responsibilities of a commissioning editor. 20

OR

Some publishers prefer to receive a publishing proposal from authors. In the light of the above statement, explain what is covered in a publishing proposal ?

6. What is CRC ? Do we need paper CRC in the present system of publishing ? Discuss. 20

OR

Proof-reading is a critical way of reading. Discuss.

7. Give a detailed account of a cover of a hardbound book of A4 size. 20

OR

Is there any need to edit visuals before they are used in a book ? Discuss.
