

**POST GRADUATE DIPLOMA IN BOOK  
PUBLISHING**

**Term-End Examination**

**June, 2019**

**MBP-002 : EDITING AND PRE-PRESS**

00995

*Time : 3 hours*

*Maximum Marks : 100*

*Note : (i) This question paper has five compulsory questions.*

*(ii) All questions carry equal marks.*

*(iii) Attempt each question in 350-500 words, unless otherwise instructed.*

1. Editing is said to be the art and science of transforming a manuscript into a book. Enumerate the qualities of an editor to do this job efficiently. **20**

**OR**

Define a copy-editor. What role does a copy editor play while working on a manuscript ?

2. What do you understand by the term 'House Style' ? What areas, as an editor, would you like to cover in your house style ? **20**

**OR**

What is electronic publishing ? Will digital publishing change the form of publishing ?

3. Briefly mention the sources of manuscript in a publishing house. 20

**OR**

What do you understand by the term 'Commissioning of Manuscript' ? What are the qualities of a commissioning editor ?

4. Discuss the importance of reviewing and referring in the process of evaluation of manuscript. 20

**OR**

Discuss briefly the fundamentals of layout.

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

- (a) Checklist for copy editor
- (b) Proof reading Marks
- (c) Importance of cover design
- (d) Author-editor relationship
- (e) Tracking a manuscript