

No. of Printed Pages : 3

**MBP-002**

**POST-GRADUATE DIPLOMA IN BOOK  
PUBLISHING (PGDBP)**

**Term-End Examination**

**June, 2020**

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

*Time : 3 Hours*

*Maximum Marks : 100*

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

*(ii) All questions carry equal marks.*

*(iii) Attempt each question in 300-350 words unless otherwise instructed.*

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1. What do you understand by 'House Style' ?  
Discuss with reference to the importance of having a house style for any publishing house.

*Or*

Discuss the three kinds of style with reference to any one kind of publication—Newspapers, fashion magazine, literary journal.

2. Write a note on the various sources from which manuscripts come. Give suitable examples. 20

*Or*

What do you understand by the process of referencing ? Discuss.

3. What are the three types or levels of copy editing ? Describe each with illustrative examples. 20

*Or*

What knowledge should a copy editor have in preparing a final copy for printing ?

4. Proper make-up of pages and general layout effect the readability of publication. Discuss. 20

[3]

Or

~~Write~~ a note on the copy editing checklist the  
~~copy~~ editor must use.

5. Write short notes on any *two* of the following in  
**200-250** words each : (10+10)
- (a) Surface flaws
  - (b) Proof reading queries
  - (c) Categories of cover design
  - (d) Importance of illustrations.