

00309

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING**

Term-End Examination

June, 2011

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. Write an essay on how a copy editor is expected to function so that a person wishing to become a copy editor understands its implications. **20**

OR

Discuss the **three** processes of manuscript editing with suitable examples.

2. Explain the various sources from which a manuscript can be acquired by an editor **20**

OR

Discuss the duties and functions of a commissioning editor.

3. Differentiate between elementary copy editing, medium copy editing and heavy copy editing using appropriate examples. 20

OR

List the activities that a copy editor should perform before finalising a manuscript for the printer. Discuss any *two* in detail.

4. "The primary function of illustrations is to attract attention and provide additional information". Discuss with reference to illustration in children's books. 20

OR

Discuss the various categories of cover designs of books, magazines and brochures (you may provide rough sketches to illustrate your answer.)

5. Attempt *any two* of the following in 150-200 words each : 10+10=20
- (a) Substantive editing and author clearance
 - (b) Importance of house style
 - (c) Role of copy editor in briefing the printer
 - (d) Desk Top Publishing.
