

**POST GRADUATE DIPLOMA IN
BOOK PUBLISHING**

Term-End Examination

00341

December, 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. What is content editing ? Write a set of guidelines for content editors. 20

OR

What is copy editing ? Write a set of guidelines for copy editors.

2. A good publication is a result of initial dependency of the publisher on authors and editors. Explain. 20

OR

Write a detailed note on the editorial department of a textbook publishing house.

3. Discuss any *two* of the following :

20

- (a) House style
- (b) Why do we need illustrations
- (c) Record any five proof-reading marks

OR

Describe any *three* of the following :

- (a) Font size
- (b) Typeface
- (c) PICA
- (d) Em
- (e) En
- (f) Column width
- (g) Text area

4. Can digital publishing change the Indian publishing industry ? Discuss.

20

OR

Write short notes on any *two* of the following :

- (a) DTP
- (b) Digital Printing
- (c) Scanning
- (d) DPI
- (e) Page Make-up

5. Write a detailed note on the different sources of manuscripts. 20

OR

A publisher should be more careful while checking unsolicited manuscripts. Discuss.

6. Discuss the different parts of a book. 20

OR

What are the various routes through which a manuscript is acquired by a publishing house?

7. Write short notes on any *two* of the following : 20

- (a) Line Artwork
 - (b) Tonal Artwork
 - (c) Four Colour Printing
 - (d) Halftone
 - (e) Offset Printing
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