

POST GRADUATE DIPLOMA IN BOOK PUBLISHING (PGDBP)

Term-End Examination

December, 2019

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. Manuscript editing can be separated into three phases - creative, substantive, and technical. Explain. 20
- OR
- Author editor relations is the lifeline of publishing. Discuss.
2. What is 'style' in book publishing ? Briefly explain the various types of styles generally followed in book publishing. 20
- OR
- What is copy editing ? What is its importance in book publishing ?
3. Discuss briefly the process of evaluation of manuscript and articles. 20
- OR
- What is the importance and method of keeping a track of manuscript that has been submitted to a publishing house ?
4. Define the term 'copy-editing'. Why is it important to copy edit a manuscript before sending it to the printer ? 20
- OR
- How is proof reading different from copy-editing ? Write some proof correction symbol and explain what they stand for.
5. Write notes on any two of the following in 150-200 words : 20
- (a) Electronic publishing
 - (b) House style
 - (c) Qualities of a commissioning editor
 - (d) Fundamentals of layout
 - (e) Printing processes
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