

No. of Printed Pages : 3

MBP-002

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

Term-End Examination

December, 2022

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

Note : *Attempt all the **five** questions. All questions carry equal marks. Answer each question in about **300-350** words unless otherwise instructed.*

1. Discuss the desirable qualities or qualifications of an editor with suitable examples. 20

Or

What do you understand by manuscript editing as distinct from copy editing ? Elaborate your answer with examples.

P. T. O.

2. Describe some of the routes by which a manuscript can be acquired by an editor. 20

Or

Distinguish between the roles of literary agents and referees.

3. Describe the processes of light, medium and heavy copy editing of text-books. 20

Or

What do you understand by elementary copy editing ? Elaborate with respect to the tools an elementary copy editor can rely upon.

4. Distinguish between proofreading and copy editing. How much help can one get from word processors in either of the processes ? 20

Or

“A layout is a plan or blueprint for design structure.” Discuss with reference to design elements in an illustrated book.

[3]

5. Answer any *two* of the following in
150-200 words each : 10+10

- (a) Author's responsibilities in manuscript preparation
- (b) Future openings in electronic publishing
- (c) Publisher's editor
- (d) Newspaper layouts
- (e) Where is the copy marked
- (f) Types of faces