

00543

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING**

Term-End Examination

June, 2012

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

*Note : This question paper has five compulsory questions.
Attempt each question in 300-350 words unless
otherwise instructed.*

1. Describe the qualities of a good editor. 20

OR

What do you understand by the field and scope of editing? Mention the kinds of editing with the help of suitable examples. 20

2. "The author, the editor and the publisher have a commonality of interest i.e. the book is well produced." In the light of this statement discuss the author-editor, publisher relationship. 20

OR

Describe the process and purpose of reviewing a publishing proposal. 20

3. What do you understand by the terms 'computer aided publishing', 'electronic publishing' and 'Desk Top Publishing' ? What are their utilities ? 20

OR

Multimedia is a new form of publishing. How can one plan and produce multimedia materials ? 20

4. Explain the term 'Commissioning of manuscript' and mention briefly the responsibilities of a commissioning editor. 20

OR

Write briefly about the importance and methods of keeping track of the progress of a manuscript. 20

5. Write short notes on any *two* of the following in 150-200 words each. 10+10=20

- (a) Copy editing and its purpose
 - (b) House style
 - (c) Layout of a book
 - (d) Dummy
 - (e) Parts of a book cover
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