

**POST GRADUATE DIPLOMA IN
BOOK PUBLISHING**

Term-End Examination

June, 2021

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

Note : *This question paper has seven questions. Attempt any **five** out of the seven questions. All questions carry equal marks. Answer each question in about 300 – 350 words, unless otherwise instructed.*

1. Write a note on the two ways that editors can be classified. Give suitable examples. 20

OR

Write a note on the jobs a copy editor is expected to perform. Illustrate your answer. 20

2. What are the differences between an Acquisition editor and a Commissioning editor? 20

OR

“Manuscript editing can be separated into creative, substantive and technical editing.”
Discuss. 20

3. Discuss the objectives and functions of a style manual. 20

OR

What do you understand by multimedia being a new form of publishing ? Give suitable examples to illustrate your answer. 20

4. Write a note on the issues involved in evaluation of a manuscript submitted to a prospective publisher. 20

OR

Distinguish between a Literary Agent and a Book Reviewer. 20

5. Why is it necessary for a publisher to keep track of what is happening to a manuscript ? Discuss with examples. 20

OR

What do you understand by a production schedule ? Draw up a schedule for a textbook needed in six weeks. 20

6. Discuss any one of the various kinds of copy editing, with illustrative examples. 20

OR

What information is needed by a copy editor preparing a final copy for printing ? 20

7. Write short notes on any **two** of the following in
150 words each : *10+10=20*

- (a) Responsibilities of a Proof-reader
 - (b) Copy Marking
 - (c) Type Faces
 - (d) Layout Terminology
 - (e) Use of Colour in Covers
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