

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

Term-End Examination

June, 2022

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

Note : *This question paper has **five** questions. **All** questions are **compulsory**. All questions carry equal marks. Attempt each question in 300 – 350 words, unless otherwise instructed.*

1. Discuss the three degrees or types of editing an editor does, using suitable examples. 20

OR

“Spelling, style, references or persons writing in a language not their first language are some of the issues editors have to handle.” Discuss using suitable examples. 20

2. What is the utility and importance of a Style Manual ? Illustrate your answer with examples. 20

OR

What do you understand by House Style ? Discuss with reference to any book, magazine or newspaper you have read. 20

3. Distinguish between an Acquisition Editor and a Commissioning Editor with special reference to academic publishing. 20

OR

What is a Book Publishing Proposal ? How is it important to both the publisher and the author ? 20

4. What information should a Copy Editor have about a book to prepare a final copy for printing ? Elaborate. 20

OR

“Copy marking is preparing the MSS for printing with the help of standard copy marking symbols that are understood universally.” Discuss. 20

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

- (a) House Style
- (b) Unsolicited Manuscripts
- (c) Production Schedule and its Importance
- (d) Dummy
- (e) Typefaces
- (f) DTP or Desk Top Publishing