

No. of Printed Pages : 3

MBP-002

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

Term-End Examination

June, 2024

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

Note : Attempt any *five* questions of the seven questions in this question paper. Answer each question in about **300-350** words. Unless otherwise instructed. All questions carry equal marks.

1. Comment on the interdependence between the author and editor and explain how they share the responsibilities of writing, editing and publishing a manuscript. 20

Or

What is meant by 'desk-top publishing' ? What are its advantages.

P.T.O.

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2. Which are the different sources from which manuscripts reach a publishing house. 20

Or

Describe the role of a commissioning editor in a publishing house. What are the qualities required to be a commissioning editor.

3. Discuss the significance of 'copy-editing' in the publishing process. 20

Or

Describe the tasks carried out by the proof reader in a publishing house.

4. Explain the terms 'layout' and 'design', as important processes in book publishing. 20

Or

What are the parts of a book cover ? Discuss the aspects to be considered while designing the cover of a book.

5. What are the different types of illustrations ? 20

Or

What is meant by 'copy marking' ? Where is the 'copy' marked ?

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6. Explain how a manuscript is evaluated by the editorial department. 20

Or

Discuss the basic rules of making layout.

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

- (i) Electronic publishing
- (ii) Multimodal publishing
- (iii) Type families
- (iv) Levels of copyediting
- (v) Camera Ready Copy
