

**POST GRADUATE DIPLOMA IN
BOOK PUBLISHING**

Term-End Examination

00370

June, 2015

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

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

1. What is a Style Manual ? Discuss with reference to the importance of having a style manual in a publishing house. 20

OR

Write a short essay on the use of technology in book publishing.

2. Discuss some of the sources from which a publishing house acquires manuscripts, with relevant illustrations. 20

OR

Discuss the qualities and responsibilities of a commissioning editor, choosing any one domain (textbooks, children's books or STM).

3. What is the importance of pre-publication refereeing? Discuss, using relevant examples. 20

OR

Write a note on the importance and method of keeping track of a manuscript accepted for publication.

4. What do you understand by a copy editing check-list? Discuss. 20

OR

Discuss the various types of illustrations that can be used in a book with reference to the utility of each type of illustration.

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

- (a) Role and functions of an editor
 - (b) Desk-top publishing
 - (c) Role of literary agent
 - (d) Typography
 - (e) Importance of cover design
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