

00105

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING**

Term-End Examination

December, 2010

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 three processes of manuscript editing with suitable examples. 20

OR

What is a Style Manual ? Discuss with reference to its relevance to an editor's functioning.

2. Discuss the role of a literary agent in the field of book publishing. 20

OR

Enumerate the qualities desirable in a commissioning editor with appropriate examples.

3. Define "typography" and discuss the various elements it covers. 20

OR

Differentiate between Newspaper Layouts and Layouts of Books. Why is there a difference in the two ?

4. Discuss the fundamentals of Layout with reference to books using appropriate examples. **20**

OR

What do you understand by "cropping" and "scaling" of illustrations in books ? Discuss.

5. Write short answers on *any two* of the following in *150-200* words : **10+10=20**
- (a) "mantras" for authors and editors.
 - (b) Desktop publishing and its utility.
 - (c) Importance of production schedule.
 - (d) Press proofs.
-