

POST GRADUATE DIPLOMA IN BOOK
PUBLISHING

Term-End Examination

June, 2010

00875

MBP-002 : EDITING AND PRE-PRESS

Time : 3 hours

Maximum Marks : 100

*Note : This question paper has five compulsory questions.
Attempt each in 300-350 words unless otherwise
instructed.*

1. Describe the various kinds of editing that a manuscript undergoes before it emerges as a published book. 20

OR

Describe the three kinds of style that a manuscript may have.

2. What are some of the routes/sources from which an editor may get manuscripts ? Describe with examples. 20

OR

What is meant by multimedia as a new form of publishing ? Why is it more useful than print alone ?

3. Discuss copy editing and its importance in preparing a manuscript for publication. 20

OR

What are some of the important tips you would give a new entrant to the field of copy editing? Discuss with examples.

4. Enumerate the four kinds of Layout and discuss any two in detail with appropriate illustrations. 20

OR

Enumerate the three methods of artwork preparation and discuss any two in detail.

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

- (a) Substantive editing and author clearance.
- (b) Commissioning of a manuscript.
- (c) Proof reading and press instruction.
- (d) Hand-drawn illustrations.