

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

Term-End Examination

December, 2024

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

Note : Attempt any **five** out 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. Discuss the roles of the acquisition editor and commissioning editor in selecting and finalising a manuscript for publishing. 20

Or

What are the qualities required in an editor ?
Do you agree that the editor is the backbone of a publishing setup ?

2. What do you understand by the term 'style of writing' ? Discuss the *three* types of style : formal, informal and colloquial. 20

Or

What is a 'style manual' ? What is its significance in publishing ?

3. Describe the role of a copy editor in the publishing process. 20

Or

What is proofreading ? How does a proofreader read proofs ?

4. What is 'layout' in book publishing ? What are the different types of layout ? 20

Or

What are the parts of a book cover ? What aspects should be considered while designing a book cover ?

5. What should an editor keep in mind while editing illustrations in a book ? 20

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Or

Differentiate between elementary, medium and heavy copy editing.

6. What is the role of a referee in the evaluation of a manuscript ? 20

Or

What is a book publishing proposal ? When is an agreement signed with an author ?

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

- (a) Desktop publishing
- (b) Literary agents
- (c) Proofreader's queries
- (d) Copy marking
- (e) Methods of Artwork preparation

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