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MBP-002

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

**Term-End Examination
December, 2025**

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

***Note :** All questions are compulsory. All questions carry equal marks. Answer each question in **300-350** words, unless otherwise instructed.*

1. Describe the different kinds of editing.
What are the qualities expected in an editor? 20

Or

Explain the different routes through which a manuscript reaches the desk of an editor in a publishing house.

2. What is meant by 'House Style' ? Briefly describe the points that are usually covered in the house style manual of a publishing house. 20

Or

Explain the various stages in the progress of a manuscript from the author's desk to the bookshelf in a bookstore.

3. Describe the different levels of copy editing. Why is copy editing an important stage in the publication of a manuscript ? 20

Or

Explain the steps involved in proofreading. Write any *five* proofreading symbols and their meanings.

[3]

4. Explain what you understand by the term 'cover layout'. What aspects should be considered while making cover layout ? 20

Or

What are the different types of illustrations ? Briefly explain the points to be kept in mind while editing illustrations.

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

- (i) Book Publishing Proposal
- (ii) Copy marking
- (iii) Electronic Publishing
- (iv) Parts of a book cover
- (v) Preparing a dummy

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