

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

Term-End Examination

June, 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 around **300-350** words, unless otherwise instructed.*

1. "Publishing a manuscript is a joint effort of the author, editor and publisher." Do you agree ? Give your views on this statement.

20

Or

What is a style manual ? What is its significance in the preparation of a manuscript for publishing ?

2. What are the responsibilities and duties of a commissioning editor ? What are the qualities expected in a commissioning editor ? 20

Or

Explain the role of a referee in evaluating a manuscript for publication. What are the tasks that a referee is expected to carry out ?

3. What is meant by copy editing ? Describe the role of the copy editor in the publishing process. 20

Or

How does a proofreader identify 'surface flaws' ? Write any *five* proofreading symbols and their meanings.

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4. Describe the parts of a book cover. What aspects should be considered while designing book covers ? 20

Or

What is 'Layout' ? What are the *four* kinds of layout ?

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

- (a) Desktop Publishing
- (b) Typefaces
- (c) Editing illustrations
- (d) Unsolicited manuscripts
- (e) Checklist for copy editing

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