

No. of Printed Pages : 3

MBP-002

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

Term-End Examination

June, 2026

MBP-002 : EDITING AND PRE-PRESS

Time : 3 Hours

Maximum Marks : 100

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

1. Write a brief essay on the responsibilities of the Editorial Department and the different kinds of editing done in this department. 20

Or

Explain how the responsibilities of writing, editing and publishing are shared, with special emphasis on the editor-author-publisher relationship. 20

2. Explain with suitable examples what is a style manual ? 20

Or

What are the parts of a book cover ? What aspects should be considered while designing the cover of a book ? 20

3. What are the latest technological developments in book publishing ? 20

Or

What is Layout ? Describe briefly the various types of layout. 20

4. What is 'Copy Marking' ? Why is it significant in the publishing process ? 20

Or

Explain the manuscript evaluation process and its relevance from a publisher's point of view ? 20

[3]

5. Write short notes on any *two* of the following
in **200-250** words each : 10+10

- (a) Commissioning Editor
- (b) Proof reader's responsibilities
- (c) Cover layout
- (d) Sources of manuscripts
- (e) Types of illustrations

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