

Reg. No..... Name: .....

**BA DEGREE END SEMESTER EXAMINATION OCTOBER 2015****SEMESTER - 3: ENGLISH COPY EDITOR (VOCATIONAL)****COURSE: U3VCENG3 – COPY EDITING: AN OVERVIEW**

Time: Three Hours

Max. Marks: 75

**PART-A**Answer **all** questions, each in one or two sentences.

Each question carries 1 mark.

1. Expand ISBN.
2. What is frontispiece?
3. What is blurb?
4. What is folio?
5. What is the purpose vetting?
6. What is meant by copyright?
7. What is unsolicited manuscript?
8. What is spine?
9. What is running head?
10. Define errata

(1 x 10 = 10)

**PART B**Answer any **Eight** questions, each in three or four sentences

Each question carries 2 marks

11. Polyglot edition
12. Preface
13. INSDOC
14. Transliteration
15. Footnotes
16. Cross reference
17. Indexing
18. Typescripts
19. Endnotes
20. Children's books

(2 x 8 = 16)

**PART C**

Answer any **five** questions, each in a paragraph  
Each question carries 5 marks

21. Professional guilds
22. Style sheet
23. House style
24. Online editing
25. Literary agents
26. Dust jacket
27. Reference aids

(5 x 5 = 25)

**PART D**

Answer any two questions, each in 300 words  
Each question carries 12 marks

28. Describe the various stages in the editing of a manuscript
29. Illustrate the task of proofreading with at least 10 major proofreading symbols.
30. What are the different functions of an editor?
31. Enumerate the threats faced by Indian publishing industry.

(12 x 2 = 24)