



QP CODE: 24803806



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Reg No : .....

Name : .....

**INTEGRATED MA DEGREE EXAMINATION, JULY 2024**

**Fourth Semester**

INTEGRATED MA ENGLISH

**CORE - IEN4CR03 - COPY EDITING:AN OVERVIEW**

2020 Admission Onwards

B5E42C9E

Time: 3 Hours

Weightage: 30

**Part A (Short Answer Questions)**

*Answer any **eight** questions.*

*Weight 1 each.*

1. What is substantive editing?
2. Give reasons to prefer on-screen copy-editing.
3. Write any two situations where the corrections should be marked in the left-hand margin of the typescript.
4. Name different parts of the jacket or cover of a book.
5. Attempt a short note on Press Proof.
6. Give an account of House Style and its significance.
7. Where is Acknowledgement page seen?
8. Define Glossaries.
9. How do the punctuations of references in the notes differ from punctuation in a bibliography?
10. What is to be done if there is too much information giving a lot of website links?

(8×1=8 weightage)

**Part B (Short Essay/Problems)**

*Answer any **six** questions.*

*Weight 2 each.*

11. Examine how headings and special sorts are coded in preliminary copy-editing.
12. Explain how halftones, line illustrations and fold-outs are coded in the preliminary copy-editing stage.
13. Write a note on 'infringment of copyright'





14. What are some exceptions for using certain illustrations without permission?
15. How are the Foreign Language elements dealt during proofreading?
16. What are the common faults of Punctuations?
17. Explain Title page.
18. What are the responsibilities of the copy editor when quoting from anthologies and collection of essays?  
(6×2=12 weightage)

**Part C (Essay Type Questions)**

*Answer any **two** questions.*

*Weight 5 each.*

19. Trace the different processes involved in typescripts corrected by the author.
20. Examine what is a line illustrations and what should be done when copyediting them?
21. We should aim at clarity, simplicity and consistency rather than pedantry. Analyse the statement and substantiate it by providing examples of simple and consistant syntactical usages.
22. Give a routine copy editing of an Index.  
(2×5=10 weightage)

