



QP CODE: 25802544



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Reg No : .....

Name : .....

**INTEGRATED MA DEGREE EXAMINATION, MAY 2025**

**Fourth Semester**

INTEGRATED MA ENGLISH

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

2020 Admission Onwards

07DD77C4

Time: 3 Hours

Weightage: 30

**Part A (Short Answer Questions)**

*Answer any **eight** questions.*

*Weight 1 each.*

1. State the disadvantages of typescripts corrected by the author.
2. State the advantages of on-screen copy-editing.
3. Explain copyright permission in regards with music.
4. What are the informations that are necessary on jacket back flap of a book?
5. How are sets of initials considered during proofreading abbreviations?
6. Comment on the difference in American Spelling and British Spelling and how it accounts to ambiguities while proofreading.
7. What are the elements included in the title page ?
8. What is an index in a book?
9. Why it is suggested to consult the house-style notes before making any changes?
10. Authors who use op. cit. may be asked for a revised version of the notes, substituting fuller references. Why?

(8×1=8 weightage)

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

*Answer any **six** questions.*

*Weight 2 each.*

11. Compare and contrast footnotes, end notes and cross-references and analyse how they are keyed.
12. Which are the passages to be distiguated typographically? How is that done?





13. What are the elements that should be made consistent in a book?
14. Write a note on maps and different elements that are necessary in drawing them.
15. Describe the dangers encountered while reading proofs.
16. What are the essential components examined during the presentation of numbers in a text? How are they proofread?
17. How reference to illustrations indexed?
18. Explain the do's and don'ts in the usage of et al.

(6×2=12 weightage)

**Part C (Essay Type Questions)**

*Answer any **two** questions.*

*Weight 5 each.*

19. Which are the various kinds of editing? How do they determine the role of the editor?
20. What is a complete self-explanatory copy and what are the key aspects to be checked in them?
21. Bias and Parochialism is a sensitive area and one where strong opinions may be held by individual authors and by publishers. Critically analyse the statement.
22. Preface, Foreword, Introduction. Explain in detail.

(2×5=10 weightage)

