

GOVERNMENT ACCOUNTING IN NEW ZEALAND*By David A. Preston*

108 p. 1980. \$9.75 plus 85c p & p

This book will be of particular interest to those whose daily occupations bring them into contact with the Government financial system; notably Government officials, journalists, members of Parliament, accountants in business, and the general commercial community, as well as academics and students. The text has, however, also been written with the general reader in mind.

GROWING, SHARING, LEARNING*J. G. JOHNSON, Chairman*

120 p. 1977. \$3.95 plus 55c p & p

The Report of the Committee on Health and Social Education which was set up in 1976 to:

- (a) Identify the conditions under which healthy growth and development may be fostered in schools.
- (b) To make recommendations on the studies and activities that should constitute school programmes, organisation, and relationships.

Department of Education.

LIVING LETTERS

STATE SERVICES COMMISSION

36 p. 1980 reprint. \$1.75 plus 55c p & p

One of the aims in letter writing is to get ideas across to the reader clearly and briefly. But do letters always say what is meant? Even if they are clear to the writer, will the reader understand them easily? If you are still using the old clichés of "acknowledging receipt of", "according to our records", and "enclosed please find" it is almost certainly time to change your attitude to writing living letters.

MAORI AGRICULTURE*By Elsdon Best*

NATIONAL MUSEUM BULLETIN No. 9

315 p. 1976. \$13.50 plus \$1.50 p & p

The only comprehensive study of Maori agriculture available, this bulletin adds a further volume to the series of Elsdon Best's works which the Government Printer undertook to reprint preserving the original text and bulletin numbers. I recommend this book and the series as a whole; to collectors, archaeologists, and to those studying the prehistoric economy of the Maori people. (Government Printer.)

NATIONAL PARKS OF NEW ZEALAND

178 p. Revised third edition. 1974. \$10.50 plus \$1.50 p & p

The revision of this popular publication has included numerous new colour plates and additional information on some of our parks. Because of the popularity of this book it is expected this edition will be in great demand. In addition to the book being an ideal souvenir for the overseas visitor it makes an ideal gift and also a valuable asset to anyone's home library.

THE MAORI AS HE WAS*By Elsdon Best*

295 p. 1974 reprint. \$6.50 plus 85c p & p

Fifty years of public demand since this book was first published resulted in the need for reprints in 1934 and 1952. The text has been reproduced unchanged but the originals

of some of the figures could not be traced and these have been replaced with similar illustrations. There have been many advances in our knowledge of Maori life since this book first appeared. The work of numerous ethnologists, and more recently archaeologists, has critically examined many of the earlier concepts, confirming some, disproving others, and altering others to varying degrees. No one has yet produced a synthesis of the results of all this scholarship and there is still nothing as comprehensive as this book of Best's to give a general account of the Maori. This book was first published when Best was 68 and thus represents the accumulated knowledge of a lifetime. It has now become a classic introduction to Maori life. Its continued availability should help the reader to obtain a basic background to old time Maori life which can be extended by further reading.

THE PA MAORI*By Elsdon Best*

NATIONAL MUSEUM BULLETIN No. 6

459 p., illustrated. Reprinted 1975 \$15 plus \$1.50 p & p

The bulletin contains a wealth of information and descriptions of many Pa sites and structures. Although great advances in archaeology have modified some of the details listed by Best and some of the PAs included in the book no longer exist, the information contained in this bulletin is still an important contribution in this field and is not readily available elsewhere.

MAORI RELIGION AND MYTHOLOGY, PART II

Dominion Museum Bulletin No. 11

By Elsdon Best

682 p. 1982. \$47.50 plus \$3.60 p & p

Some 50 years after being written, Part II of Elsdon Best's "Maori Religion and Mythology" is published for the first time and completes the Best Bulletin series on the Maori which is now available for the first time in one uniform set. Where Part I of "Maori Religion and Mythology" dealt with the evidence of early writers, Maori cosmogony, Maori gods, offerings, priests and rituals—Part II deals with tapu, magic and myths and folk lore. A thoroughly fascinating subject which fittingly completes this interesting series.

ORIENTEERING

DEPARTMENT OF EDUCATION

86 p. 1980. \$6.75 plus 85c p. and p.

This book introduces navigation skills and techniques and gives rules for course setters. Fully illustrated with maps, diagrams and photographs.

STYLE BOOK

GOVERNMENT PRINTING OFFICE

248 p. 1981. \$12.50 plus \$1.50 p. and p.

The Style Book is a guide which is addressed to all writers, editors, and public servants who prepare manuscripts for publication by the Government Printing Office. Since 1958 the Style Book has found wide acceptance, both inside and outside the Public Service which is reflected in the number of reprints made since that date. This new edition incorporates the latest amendments based on experience gained since first published. Chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing. The introduction of metrication has required a new chapter as well as amendments throughout the book.