

### ABOUT NEW ZEALAND MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$4.95 plus 55c p & p

Designed with our overseas friends in mind, About New Zealand is a booklet which briefly describes the land, its people at work, and play, trade, and relationships with other nations and areas; industry and energy; health and welfare. The text is complimented by over 60 colour photographs.

### SPORT SERIES

#### DEPARTMENT OF EDUCATION

A series of sport booklets, designed as guide books for teachers, coaches, and players is one of the most popular series of sport instruction titles published by the Government Printer and is highly recommended:

Association Football.....	\$1.60 plus 55c p & p
Athletics.....	\$1.30 plus 40c p & p
Ballroom Dancing.....	\$3.00 plus 55c p & p
Basketball.....	\$3.75 plus 55c p & p
Campcraft.....	\$2.75 plus 55c p & p
Canoeing.....	\$4.25 plus 55c p & p
Gymnastics.....	\$14.50 plus \$1.50 p & p
Hockey.....	\$4.95 plus 55c p & p
Netball.....	\$2.00 plus 55c p & p
Orienteering.....	\$6.75 plus 85c p & p
Rugby.....	\$1.00 plus 40c p & p
Softball.....	\$1.00 plus 40c p & p
Table Tennis.....	\$1.00 plus 40c p & p
Tennis.....	\$3.75 plus 55c p & p
Volleyball.....	\$1.75 plus 55c p & p
Weight Training.....	\$7.50 plus 85c p & p

### JOINERY

#### N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

Joinery, Part I, is the first of four books prepared by the Technical Correspondence School. It deals with methods of construction of doors, framed and ledged door, panelled doors, flush doors, and glazed doors.

Joinery, Part II, deals with door frames, transoms, and sidelights; sliding, folding, and special doors; hardware, finishing, and gates.

Joinery, Part III, covers window joinery. It also deals with built-in-fittings, carcass work; fitment doors and drawers.

Woodworking Machinery, is the fourth book in the series, covering circular saws, saw blades, surface planing, and thickness machines, vertical spindle moulding machines, and other machines commonly used in woodworking establishments.

Joinery Part I.....	\$9.95 plus \$0.85 p & p
Joinery Part II.....	\$5.25 plus \$0.85 p & p
Joinery Part III.....	\$15.95 plus \$1.50 p & p
Woodworking Machinery.....	\$9.95 plus \$0.85 p & p

### WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus 85c p & p

This handbook is a guide to the recreational facilities, forestry operations, history and wildlife of the park, unique in that it borders on to a large city, just 5 kilometres from the city centre of Rotorua. Visitors to the park may stroll midst trees and ferns; study trees, shrubs and ferns; watch birds; look for insects; picnic in shady glades; cycle or ride a horse on old logging tracks.

### GUIDELINES FOR AUTHORS: Preparing Manuscripts for Publication

Edited by Paula J. Wagemaker

52 p. 1984. \$7.50 plus 85c p & p

Submitting a manuscript to a publisher is not simply a matter of handing over a sheaf of paper. Publishers usually insist that a manuscript and its accompanying illustrative material be presented to defined standards of preparation. The standards of preparation required are detailed in these guidelines which have been produced in the interest of ensuring harmonious relationship between authors and their publishers.

### THE NEW ZEALAND ARMY

*A History from the 1840s to the 1980s*

117 p. 1982. Illustrated. \$5.25 plus 85c p & p

The reader is given an outline history of the Army, from the days of Maori Chief Hone Heke in the 1840's to the present day. The 117 page history contains over 100 photographs and paintings, many of which are published for the first time.

### PUBLIC AND PRIVATE ENTERPRISE IN NEW ZEALAND

Edited by R. C. Mascarenhas

133 p. 1984. \$15.00 plus \$1.50 p & p

This volume is the result of a conference "Public enterprise and Private enterprise: Protagonist or Partners?" sponsored by the New Zealand Institute of Public Administration. The conference took place from 23-25 August 1982, at Dunedin, and its purpose was to examine the relative roles of the public and private sectors and to identify the social and political issues which are likely to have significant implications for public administration.

### PEOPLE LIKE US

#### Celebrating Cultural Diversity

120 p. 1982. Illustrated. \$9.95 plus 85c p & p

*People Like Us* is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

### ELECTRICAL THEORY AND PRACTICE

#### N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

260 p. 1981. Illustrated. \$22.50 plus \$3.00 p & p

First published in 1977, this 1981 revised edition of Electrical Theory and Practice has been written by the staff of the Technical Correspondence Institute to assist in the education of apprentices and others in the electrical trade. In scope it covers the syllabus content up to and including the trade certificate or registration examination. The text is supported by over 350 illustrations.

### STYLE BOOK

#### GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition. \$12.50 plus \$1.50 p & p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the 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.

### NEW ZEALAND OFFICIAL YEARBOOK

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

### NEW ZEALAND POCKET DIGEST OF STATISTICS

Statistics are presented in an easily accessible form. It contains the more significant statistical series bearing on the country's social and economic life. The New Zealand Pocket Digest of Statistics is consistently one of the most popular annuals sold by the Government Printer.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A prepayment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)