

INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE

STATE SERVICES COMMISSION

34 p. 1982 reprinted.

\$2.75 plus 55c p & p

Management Services is one means by which managers may obtain objective advice on their methods of carrying out their management role. This booklet is designed to explain to Public Service Managers how Management Services may help them to fulfil their management task.

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.

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TRUCK OPERATING COSTS

In the case of vehicles used for business purposes, especially trucks, it is essential that a record be kept of vehicle expenditure and performance. This annual will assist operators of motor vehicles ranging from 3.2 tonne petrol trucks to 45.0 tonne heavy articulated diesel trucks to identify and possibly reduce operating costs.

(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.)

CAR OPERATING COSTS

This booklet is designed to assist vehicle owners to identify and possibly reduce operating costs. The current edition sets out the costs of operation for six classes of vans, pickups, light trucks and utilities. A new edition is published annually.

(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.)

FIELD GUIDE TO TOWN BIRDS OF NEW ZEALAND

By Dr P. C. Bull

93 p. 1983. Illustrated.

\$9.95 plus 85c p & p

Each bird description is accompanied by a full colour photograph of the bird in its natural habitat. The birds are defined as either introduced or native and if it is a protected species. Then follows a full description of the adult bird, its call, where it is commonly found, its eating and nesting habits, how to identify the eggs, incubation period and lastly details of the young.

THE NEW ZEALAND GAZETTE

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday. Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

Advertisements are charged at the rate of 20c per line.

All advertisements should be written or typed on one side of the paper, and signatures, etc., should be written in a legible hand.

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