

SAFETY IN SMALL CRAFT*By Captain G. Wearing*

241 p. 1982. Illustrated. \$14.50 plus \$1.50 p & p

This rewritten edition of *Safety in Small Craft* is an attempt by the Small Boat Safety Committee to ensure that the information so essential to good boating is once more available in an up-to-date form.

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
Badminton.....	\$1.00 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
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
Swimming.....	\$4.25 plus 55c p & p
Table Tennis.....	\$1.00 plus 40c p & p
Tennis.....	\$3.75 plus 55c p & p
Volleyball.....	\$1.75 plus 55c p & p

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.

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.

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.

CARPENTRY

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

302 p. 1980 (reprint). Illustrated. \$22.50 plus \$3.60 p & p

Metricated with more than 450 illustrations, this edition contains a set of fold-out house plans. It also highlights safety and safe methods, elementary first aid, house design and construction. Besides providing a basic text for apprentices in the building industry, Carpentry will also provide a sound guide for tradesmen and home-builders.

A DICTIONARY OF THE MAORI LANGUAGE*By H. W. Williams*

507 p. 1975. \$7.50 plus 85c p & p

The seventh revised edition, augmented by the advisory committee on the teaching of Maori language.

FACSIMILES OF THE TREATY OF WAITANGI

1976. \$12.95 plus \$1.50 p & p

A valuable volume of old New Zealand records comprising:

The Declaration of the Independence of New Zealand.

The original draft of the Treaty by Governor Hobson.

A series of copies of the Treaty itself as finally adopted and signed by the chiefs and witnesses.

The preface and facsimiles are reproduced from lithographic originals first printed 1877. (Government Printer.)

TREES AND SHRUBS OF NEW ZEALAND*By A. L. Poole and Nancy M. Adams*

275 p. 1979 fourth impression with amendments. \$15.95 plus \$1.50 p & p

This book has been designed especially to assist many people who lack a formal botanical training yet are deeply interested in New Zealand's trees and shrubs and want to be able to identify them and name them correctly. There is a complete coverage of the native trees and shrubs and over 400 species have been illustrated.

SBX PLAN

ROYAL CANADIAN AIR FORCE

32 pp. 1981. Third Edition. \$1.75 plus 55c p & p

The five basic exercises (SBX) Plan is designed to show how to develop and hold a high level of physical fitness. The scheme is not dependent on elaborate facilities or equipment. The exercises require only eleven minutes a day and can be done in the house or office. The Plan is scientifically designed to develop personal fitness at a rate set by yourself, to your required level, without getting stiff or sore muscles. It is self measuring with charts for age groupings, along with graduated standards for checking progress. The programmes are designed for varying age groups of males.