

FLORA OF NEW ZEALAND SERIES

Volume I of *Flora of New Zealand* was the first major reference work on native plants in New Zealand to be published before 1925. It contains a comprehensive account of all the indigenous ferns and their allies, and the dicotyledonous flowering plants.

1133p. 1982 reprint. Hardcover: \$45.00 plus \$3.60 p & p

Volume II is a continuation of Volume I. The main descriptive text is similarly concerned with indigenous plants, including the monocotyledons.

386p. 1976. Hardcover: \$6.75 plus 85c p & p

Volume III, which concerns the 'weed' flora describes the introduced wild plants belonging to the rush, lily, iris, arum, and related families.

254p. 1980. Hardcover: \$18.50 plus \$1.50 p & p

Flora of New Zealand Lichens is primarily an identification manual for the serious lichenologist. It also contains much information useful to the general botanist, student, and interested amateur.

662p. 1985. Hardcover: \$39.95 plus \$3.60 p & p

PARLIAMENTARY PRACTICE IN NEW ZEALAND

David McGee

580p. 1985. \$39.95 plus \$3.60 p & p

Parliamentary Practice in New Zealand is a comprehensive and thorough documentation of the procedures and rules governing the way parliament operates. Parliamentarians, lawyers, academics, and citizens with an interest in the institution that governs this country will find *Parliamentary Practice in New Zealand* an informative and enlightening book—one that answers the often-asked questions about the practices of New Zealand's Parliament.

VISUAL WAYS

By Geoff Moss

46 p. 1982. Illustrated. \$4.75 plus 55c p & p

Too often people find themselves having to speak in public, to train new employees, to teach various skills, or to give advice on arranging displays and exhibits without having had any relevant basic training. If you are such a person, this book was written to help in getting a message across more effectively by using visual aids.

ELECTRICITY FOR MOTOR MECHANICS

N.Z. TECHNICAL CORRESPONDENCE INSTITUTE

256 p. 1983 reprint. Illustrated. \$10.00 plus 85c p & p

Now in paper-back, this popular publication provides a basis for the study of automotive electricity for apprentice motor mechanics. Car owners, too, and persons interested in the general maintenance of motor engines will find the book a reliable guide to the detection and remedy of minor electrical faults.

THE ELSDON BEST COLLECTION

Eldson Best spent some twenty years in close contact with the Maori people. His writings, outstanding descriptive accounts of all facets of the old time Maori culture, social customs, and beliefs, have now become classics. The Eldson Best collection consists of the following titles:

Fishing Methods and Devices of the Maori	\$15.95 plus \$1.50 p & p
The Stone Implements of the Maori ..	\$11.95 plus \$1.50 p & p
Maori Religion and Mythology I.....	\$18.00 plus \$1.50 p & p
Maori Religion and Mythology II.....	\$47.50 plus \$3.65 p & p
The Whare Kohanga and Its Lore.....	\$5.75 plus \$0.85 p & p
The Maori Canoe	\$17.50 plus \$1.50 p & p
Games and Pastimes of the Maori	\$17.00 plus \$1.50 p & p
Pa Maori, The.....	\$15.00 plus \$1.50 p & p
Maori Storehouses and Kindred Structures.....	\$6.50 plus \$0.85 p & p
Maori Agriculture.....	\$13.50 plus \$1.50 p & p
Forest Lore of the Maori.....	\$17.95 plus \$1.50 p & p

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.

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.

NO MARGIN FOR ERROR

STATE SERVICES COMMISSION

80p. 1977. \$1.75 plus 40c p & p

This book is a style book for typed correspondence. It is intended for use by typists and by people who prepare letters, memoranda and reports for typing.

TRAINING WAYS

By Geoffrey Moss

119 p. 1983. Illustrated. \$12.95 plus \$1.50 p & p

'Training Ways' is the third and last book in the series of Advisory Aid Books. Like 'Way with Words' and 'Visual Aids' it is a book to help the supervisor, training manager, the tutor and the extension worker provide a successful training programme and a learning experience for adults.

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.