

WHERE TO START*By Vincent Burke***DEPARTMENT OF INTERNAL AFFAIRS**

61 p. 1982. Illustrated. \$5.95 plus \$1.05 p & p

This publication has been designed to help New Zealanders in the initial stages of getting a club, group, or organisation off the ground. The information it contains will be of assistance to a wide variety of different community groups, sporting, cultural, and recreational clubs. Included are suggestions for various administrative frameworks; legal structure, meetings, public relations, finance, and the constitution of the organisation.

SAFETY IN SMALL CRAFT*By Captain G. Wearing*

241 p. 1982. Illustrated. \$14.50 plus \$1.60 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. \$2.95 plus 65c 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:

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| Athletics..... | \$1.30 plus 50c p & p |
| Basketball..... | \$3.75 plus 65c p & p |
| Campcraft..... | \$2.75 plus 65c p & p |
| Canoeing..... | \$4.25 plus 65c p & p |
| Gymnastics..... | \$14.50 plus \$1.60 p & p |
| Hockey..... | \$4.95 plus 65c p & p |
| Orienteering..... | \$6.75 plus \$1.05 p & p |
| Rugby..... | \$1.00 plus 50c p & p |
| Table Tennis..... | \$1.00 plus 50c p & p |
| Tennis..... | \$3.75 plus 65c p & p |
| Weight Training..... | \$7.50 plus \$1.05 p & p |

THE NEW ZEALAND ARMY*A History from the 1840s to the 1980s*

117 p. 1982. Illustrated. \$5.25 plus \$1.05 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.

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| Joinery Part I..... | \$9.95 plus \$1.05 p & p |
| Joinery Part II..... | \$5.25 plus \$1.05 p & p |
| Joinery Part III..... | \$15.95 plus \$1.60 p & p |
| Woodworking Machinery..... | \$9.95 plus \$1.05 p & p |

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus \$1.05 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 \$1.05 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 \$1.60 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.

INTRODUCING MANAGEMENT SERVICES IN THE PUBLIC SERVICE

STATE SERVICES COMMISSION

34 p. 1982 reprinted. \$2.75 plus 65c 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.

WAYS AND MEANINGS*A Guide to Interviewing Pacific Islanders*

STATE SERVICES COMMISSION

8 p. 1981. \$1.00 plus 50c p & p

This booklet is intended as a guide for those whose work involves interviewing, for various purposes, recent Pacific Island migrants to New Zealand.

WHO MAKES SOCIAL POLICY?

N.Z. PLANNING COUNCIL

60 p. 1982 N.Z. Planning Council. Paper No. 20. \$5.25 plus \$1.05 p & p

This report is largely descriptive and interpretive. It reaches conclusions, but stops short of making recommendations for improvement. It is believed that its analysis and conclusions will be useful to many people concerned with social policy, inside and outside the Government system.

THE BOAT OWNER'S GUIDE TO CORROSION

by L. H. Bolton

DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH

31 p. 1982. Illustrated. D.S.I.R. Info. Series No. 155. \$4.25 plus 65c p & p

Much has been written about marine corrosion and its mitigation and yet the same problems and many old misconceptions still seem to persist. This booklet aims to assist the boat owner to identify the basic types of metallic corrosion, to understand their causes and the procedures that should be followed to avoid corrosion situations from developing in the first instance.