

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

117 p. 1982. Illustrated. \$5.25 plus \$1.50 p &amp; 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.

**WHAKAREWAREWA FOREST PARK**

Edited by John Boyd

80 p. 1983. \$6.00 plus \$1.50 p &amp; 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 \$1.50 p &amp; 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 \$2.00 p &amp; 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.

**ABOUT NEW ZEALAND**

MINISTRY OF FOREIGN AFFAIRS

40 p. 1982. Illustrated. \$2.95 plus 80c p &amp; 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.

**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 \$1.50 p & p
Joinery Part II.....	\$5.25 plus \$1.50 p & p
Joinery Part III.....	\$15.95 plus \$2.00 p & p
Woodworking Machinery.....	\$9.95 plus \$1.50 p & p

**WAYS AND MEANINGS***A Guide to Interviewing Pacific Islanders*

STATE SERVICES COMMISSION

8 p. 1981. \$1.00 plus 65c p &amp; p

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

**TRAINING WAYS**

By Geoffrey Moss

119 p. 1983. Illustrated. \$12.95 plus \$2.00 p &amp; 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 \$1.50 p &amp; 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 HOME VEGETABLE GARDEN**

by Bee Baldwin

177 p. 1984. Illustrated. Softcover \$19.95 plus \$2.00 p & p  
Hardcover \$27.95 plus \$3.75 p & p

This book is a comprehensive, clearly-written, illustrated grow-your-own guide to raising fresh, vitamin-rich vegetables in any ordinary New Zealand garden.

**CREATING WORK**

by David Naulls

165 p. 1984. Illustrated. \$8.50 plus \$1.50 p &amp; p

*Creating Work* has been written to help people to become self-employed. The book shows how skills-writing, baking, carpentry, whatever—can be turned into a profitable small business.

**PRACTICAL BEEKEEPING IN NEW ZEALAND**

by Andrew Matheson

185 p. 1984. Illustrated. \$17.95 plus \$2.00 p &amp; p

Beekeepers will find details of honey bee management, advice on handling hive products, and information about many other bee-keeping subjects. Those interested in beekeeping will find this book helpful in deciding whether to keep bees, and discovering what it involves.

**FERTILISER AND SOILS IN NEW ZEALAND FARMING**

by C. During

361 p. 1984. Illustrated. \$35.00 plus \$3.75 p &amp; p

Traditionally regarded as the Bible in its field, this latest edition of *Fertilisers and Soils in New Zealand Farming* has been completely revised.

**PARLIAMENT AND THE PEOPLE**

by Beth Bowden

50 p. 1984. Illustrated. \$7.50 plus \$1.50 p &amp; p

This booklet sets out to:

- describe New Zealand's Constitution
- show in a reasonably simple way how it works
- give an account of where it came from and how it developed; and
- define (in a glossary) a number of terms that are used in connection with these matters.

**WHERE TO START**

By Vincent Burke

DEPARTMENT OF INTERNAL AFFAIRS

61 p. 1982. Illustrated. \$5.95 plus \$1.50 p &amp; 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.