

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

61 p. 1982. Illustrated. \$6.55 plus \$2.20 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.

THE ELSDON BEST COLLECTION

Elsdon 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 Elsdon Best collection consists of the following titles:

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The Stone Implements of the Maori ..	\$16.45 plus \$2.92 p & p
Maori Religion and Mythology I.....	\$25.25 plus \$5.50 p & p
Maori Religion and Mythology II.....	\$52.25 plus \$9.57 p & p
The Whare Kohanga and Its Lore.....	\$6.35 plus \$2.20 p & p
The Maori Canoe	\$19.25 plus \$2.92 p & p
Games and Pastimes of the Maori	\$4.15 plus \$1.21 p & p
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117 p. 1982. Illustrated. \$5.80 plus \$2.20 p & p

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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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THE LONG YARN OF THE LAW*By Fiona McMorran*

80 p. 1983. \$7.65 plus \$2.20 p & p

Told through prose, verse, extracts from newspapers and diaries, and policemen's recollections, the book takes the reader from those early colonial days to the modern police force of today. This inexpensive and easy to read history is a valuable aid for teachers and a source of continuing interest for children.

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: \$49.50 plus \$5.50 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: \$7.45 plus \$2.20 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: \$20.35 plus \$5.50 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: \$43.95 plus \$5.50 p & p

PARLIAMENTARY PRACTICE IN NEW ZEALAND*David McGee*

580p. 1985. \$43.95 plus \$5.50 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.

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.60 plus \$2.20 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. \$10.95 plus \$2.92 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. \$16.50 plus \$2.92 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.