

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.....	\$16.45 plus \$2.92 p & p
Joinery Part II.....	\$10.95 plus \$2.92 p & p
Joinery Part III.....	\$21.95 plus \$5.50 p & p
Woodworking Machinery.....	\$16.45 plus \$2.92 p & p

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.

THE SURRENDER AND OCCUPATION OF JAPAN

Edited by Robin Kay

DEPARTMENT OF INTERNAL AFFAIRS

1782 p. 1982. \$82.50 plus \$9.57 p & p

This is the second of a series of three volumes of documents on New Zealand's external relations: the first, "*The Australian - New Zealand Agreement 1944*"; this volume "*The Surrender and Occupation of Japan*" which covers six divisions of the period, selected by topic but dealt with chronologically within topics, and reveals the growing awareness amongst those responsible for a New Zealand policy of what New Zealand's interest actually were; the third volume, "*The ANZUS Pact and the Treaty of Peace With Japan*" will show something of the new order of things in the Pacific and the difficulties in the role of a small, though articulate, power in the formation of what in fact were Great Power policies.

VISUAL WAYS

By Geoff Moss

46 p. 1982. Illustrated. \$6.35 plus \$2.20 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.

THE NEW ZEALAND GAZETTE

The *New Zealand Gazette* is published on Thursday afternoon of each week. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington, by noon on Tuesday.

Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Wednesday.

Advertisements are charged at the rate of 22c per line.

All advertisements should be written or typed on one side of the paper, and signatures, etc., **SHOULD BE WRITTEN IN A LEGIBLE HAND.**

CANCELLED NOTICES

Advertisements cancelled after being accepted for printing in the *Gazette* will be subject to a charge of \$8.00 for setting up and deleting costs.

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