

ELECTRICITY FOR MOTOR MECHANICS**N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

256 p. 1986 reprint. Illustrated. \$15.00 plus \$2.00 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.

VISUAL WAYS*By Geoff Moss*

46 p. 1982. Illustrated. \$5.75 plus \$1.50 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.

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

61 p. 1982. Illustrated. \$5.95 plus \$1.50 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:

Fishing Methods and Devices of the

Maori	\$12.95 plus \$2.00 p & p
The Stone Implements of the Maori ..	\$11.95 plus \$2.00 p & p
Maori Religion and Mythology I	\$18.00 plus \$2.00 p & p
Maori Religion and Mythology II	\$47.50 plus \$3.75 p & p
The Whare Kohanga and Its Lore	\$5.75 plus \$1.50 p & p
The Maori Canoe	\$17.50 plus \$2.00 p & p
Games and Pastimes of the Maori	\$17.00 plus \$2.00 p & p
Pa Maori, The	\$15.00 plus \$2.00 p & p
Maori Storehouses and Kindred	
Structures	\$6.50 plus \$1.50 p & p
Maori Agriculture	\$13.50 plus \$2.00 p & p
Forest Lore of the Maori	\$17.95 plus \$2.00 p & p

ABOUT NEW ZEALAND**MINISTRY OF FOREIGN AFFAIRS**

40 p. 1982. Illustrated. \$2.95 plus 80c 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:

Athletics	\$1.30 plus 65c p & p
Basketball	\$3.75 plus 80c p & p
Campercraft	\$2.75 plus 80c p & p
Canoeing	\$4.25 plus 80c p & p
Gymnastics	\$14.50 plus \$2.00 p & p
Hockey	\$4.95 plus 80c p & p
Orienteering	\$6.75 plus \$1.50 p & p
Rugby	\$1.00 plus 65c p & p
Table Tennis	\$1.00 plus 65c p & p
Tennis	\$3.75 plus 80c p & p
Weight Training	\$7.50 plus \$1.50 p & p

SPORTS EDUCATION SERIES**DEPARTMENT OF EDUCATION**

The following titles belong to a special series of sports education publications prepared for players, coaches, and teachers by the Curriculum Development Division of the New Zealand Department of Education. They are a very popular series and are highly recommended by the National Sports bodies and associations.

Association Football	\$7.50 plus \$1.50 p & p
Cricket	\$5.95 plus \$1.50 p & p
Softball	\$7.95 plus \$1.50 p & p
Squash Rackets	\$3.95 plus 80c p & p
Swimming and Water Safety	\$7.95 plus \$1.50 p & p

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

117 p. 1982. Illustrated. \$5.25 plus \$1.50 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 \$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

WHAKAREWAREWA FOREST PARK

Edited by John Boyd

80 p. 1983. \$6.00 plus \$1.50 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 \$1.50 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 \$2.00 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.