

## THE SURRENDER AND OCCUPATION OF JAPAN

Edited by Robin Kay

## DEPARTMENT OF INTERNAL AFFAIRS

1782 p. 1982.

\$75.00 plus \$6.50 p &amp; 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.

## PEOPLE LIKE US

## Celebrating Cultural Diversity

120 p. 1982. Illustrated.

\$9.95 plus \$1.50 p &amp; p

*People Like Us* is a story of the contribution made by people from Asia, Africa, Europe, and the Pacific to our neighbourhoods. It contains stories which are told by individuals and families on their reasons for coming to New Zealand; what they found and how they are coping. Subjects range from mixed marriages to different foods. It is a book of human interest for all the family and with its striking photographs, 25 monochrome, and 23 colour, *People Like Us* will make a lovely and interesting gift for overseas friends.

## STYLE BOOK

## GOVERNMENT PRINTING OFFICE

248 p. 1981 third edition.

\$12.50 plus \$2.00 p &amp; p

Since 1958 the Style Book has served as a guide to writers, editors, and all who prepare copy for printing. This edition contains new and revised material; the chapters dealing with the preparation of copy, abbreviations, and compound words have been revised; new material has been added to the chapters dealing with common names of animals and plants, errors in the use of English in official writing, and terms used in printing.

## NEW ZEALAND OFFICIAL YEARBOOK

The Yearbook is the standard New Zealand encyclopaedic annual which has a place in every home, school, and office. Not only does it present a comprehensive statistical survey of the economy and population in New Zealand but it is also a very useful fact book for use in the home. In addition to the statistical facts supplied, the Yearbook also provides a background and historical perspective on each of the subjects covered.

(Customers may place their name on the Standing Order Service for this annual at the nearest Government Bookshop. A pre-payment form to cover the cost of the publication plus post and packing will be forwarded when the publication is printed.)

## 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.

## PROFESSIONALLY SPEAKING

25p. 1983.

\$3.25 plus 80c p &amp; p

"Speech is power; speech is to persuade, to convert, to compel", said Emerson. Ignorance is the biggest stumbling block in the path of the aspiring public speaker. Your purpose in speaking must be that you have something to say, rather than that you have to say something. This inexpensive booklet will help the person who has to speak professionally.

## PERSON TO PERSON

## STATE SERVICES COMMISSION

13p. 1981.

\$1.50 plus 65c p &amp; p

This book is a guide to your role in public relations and covers techniques that will help you establish good relations between your organisation and the public.

## THE NEW ZEALAND GAZETTE DEADLINES

(Easter)

In the week preceding Easter, the *New Zealand Gazette* will be published on Wednesday, 15 April 1987. Notices from Government departments must be received by the Gazette Clerk, Department of Internal Affairs, Wellington by noon on Monday, 13 April 1987.

Advertisements will be accepted by the Government Printer, c/o Gazette Clerk, Government Printing Office, Private Bag, Wellington until noon on Tuesday, 14 April 1987.

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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