

**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.....	\$5.45 plus \$2.20 p & p
Basketball.....	\$4.25 plus \$1.21 p & p
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Gymnastics.....	\$15.95 plus \$2.92 p & p
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**THE NEW ZEALAND ARMY**

*A History from the 1840s to the 1980s*

117 p. 1982. Illustrated. \$5.80 plus \$2.20 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.....	\$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.

**CARPENTRY****N.Z. TECHNICAL CORRESPONDENCE INSTITUTE**

302 p. Reprinted 1980, 1987 Illustrated. \$49.95 plus \$5.50 p & p  
Metricated with more than 450 illustrations, this edition contains a set of fold-out house plans. It also highlights safety and safe methods, elementary first aid, house design and construction. Besides providing a basic text for apprentices in the building industry, *Carpentry* will also provide a sound guide for tradesmen and home-builders.

**FACSIMILES OF THE TREATY OF WAITANGI**

1976. \$14.25 plus \$2.92 p & p

A valuable volume of old New Zealand records comprising:

The Declaration of the Independence of New Zealand.

The original draft of the Treaty by Governor Hobson.

A series of copies of the Treaty itself as finally adopted and signed by the chiefs and witnesses.

The preface and facsimiles are reproduced from lithographic originals first printed 1877. (Government Printer.)

**WAYS AND MEANINGS**

*A Guide to Interviewing Pacific Islanders*

**STATE SERVICES COMMISSION**

8 p. 1981. \$1.10 plus 96c p & p

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

**THE PATH TO REFORM**

*Edited by C. Burns*

219 p. 1982. \$17.35 plus \$2.92 p & p

The Path to Reform, derived from the 1981 Convention of the New Zealand Institute of Public Administration is about the path to administrative reform in the State Services in New Zealand. It continues the exploration of the States Services begun in "State Servants and the Public in the 1980's" and continued in the "Accountability of Executive." Like its predecessors, "The Path to Reform" reads like a Who's Who of New Zealand public administrators.

**AFTER WORK****STATE SERVICES COMMISSION**

36 p. 1982 reprinted. \$4.95 plus \$1.21 p & p

Written and produced in the Training and Development Branch Office, of the State Services Commission, this booklet asks "Have you made preparations or plans for retirement?" It includes information on Public Service Retirement Policy; finance; where to live; health and adjustment; names of organisations which may be of interest and a list of books and articles written about retirement.

**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.

**PEOPLE LIKE US****Celebrating Cultural Diversity**

120 p. 1982. Illustrated. \$10.95 plus \$2.92 p & 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.