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We look forward to another fruitful year of collaboration with academics, students, bookstores and institutions. As we tentatively emerge into this new, post-Covid landscape, let us remember that together we are stronger.

Yours in education

Marius du Plessis
Business Development Manager
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M. Cloete & F. Marimuthu
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• Capital budgeting
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M. van Rensburg (Editor)
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M.D. Shaku (Editor)
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M.A. Moloi & M.J. Netshandama (Editors)
292 pages; 2021
ISBN: 978 0 627 03744 3 – R405.00
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A broad overview of financial and cost accounting for non-accounting students who need to gain the skills to comprehend accounting transactions and interpret financial statements. Presents concepts in an easily understandable format which has been structured to suit the new programmes of non-accounting students in the various universities and universities of technology in South Africa. Aimed at students doing qualifications in marketing, human resources, logistics, engineering and so on who have no previous accounting experience.

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• The theory of demand: utility approach and indifference approach
• Production and cost
• Market structure
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P. Mohr, C. van Zyl & A. Pretorius
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eISBN: 978 0 627 03634 7 – R319.50

A comprehensive guide to macroeconomics, against a contemporary South African background. Aimed at economics students. A companion to this book, Understanding microeconomics, is also available (see above).

Contents include the following:
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• Money and monetary policy
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• The foreign sector
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D. Yu
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ISBN 978 0 627 03701 6 – R290.00
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A practical and accessible guide to basic mathematical concepts and methods (suitable for self-study, revision or tutorial purposes). Provides numerous mathematical economics examples and exercises as well as fully worked solutions using numbers, graphs and symbols. Aimed at all economics students and with its focus on quantitative aspects, complements the three highly popular theoretical economics textbooks, Understanding microeconomics, Understanding macroeconomics and Economics for South African students, written by Philip Mohr and published by Van Schaik Publishers.

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J. Fourie & P. Mohr
216 pages; 2022
ISBN: 978 0 627 03893 8 – R355.00
eISBN: 978 0 627 03894 5 – R319.50

An introduction to South Africa’s unique economic challenges and opportunities. Addresses questions such as: what causes economic growth? What determines the price of umqombothi (African beer)? Are cryptocurrencies a form of money? Aimed at students who want to obtain a basic understanding of economics as well as anyone interested in the structure and development of the South African economy. Also useful as a quick reference for seasoned industry professionals.

Contents include the following:
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• Markets and prices
• Money, interest rates and exchange rates
• International economic relations
• Economic growth and business cycles
• Inflation
• Unemployment, poverty and inequality
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D. Yu & P. Roos
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ISBN: 978 0 627 03611 8 – R680.00
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S. Mishi & A. Maredza
448 pages (provisional); 2023
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An introduction to the world of research, specifically as applied in the discipline of economics. Provides step-by-step examples using different types of case studies, data and analytical tools. Aimed at senior undergraduate up to postgraduate-level students.

Contents include the following:

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• Data management, analysis and inferences
• Quantitative research methods and application
• Qualitative research methods and application
• Mixed methods application
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A generic workbook for Economics I students providing questions and answers relating to the most important topics usually covered. Not linked specifically to Economics for South African students (page 2), but can be used in conjunction with it.

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K. van Wyk, Z. Botha & I. Goodspeed (Editors)
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A comprehensive overview of the various aspects of South African financial markets and the institutions that operate within them. Explains jargon in lay terms, and discusses both international and local market practices and norms. Aimed at commerce students, public servants and members of the business fraternity.

Contents include the following:

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• Retirement funds
• Investment institutions
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• The markets in the major asset classes
• The impact of taxation on investment returns
Some students seem to find a course in economics to be difficult and removed from their daily lives. The goal of this glossary is to assist students to obtain a better understanding of economics terms and concepts. This will enable them to succeed and deepen their insight into formulating and making informed choices on many issues. In studying economics, students learn an approach to thinking that can be applied in campus life, in their careers and in everyday life. Economics terms and concepts used in the text are those that can be found in most introductory economics textbooks. The text can be used in conjunction with any other text.
This book should be seen as the first building block of any economics course. The content is organised in such a manner as to proceed logically toward a comprehensive understanding of macroeconomics. Having studied the book, the student will know what the repo rate, the CPIX and core inflation are. The student will understand how government debt originates, how it is financed, what its impact on financial markets is, and much more. This book serves as a reference on which students can fall back in years to come and it will stimulate an interest in economics.
Throughout this book the author asks key questions to get the student thinking about the problems facing an economist. In this edition over 150 new multiple-choice questions as well as discussion questions have been added. The text tries to minimise the use of technical jargon and there are clear discussions on difficult concepts. The book is suitable for students doing a short course as well as students who wish to continue with the subject.
A comprehensive but easy-to-understand guide to the world of finance. Sets out the concepts and conventions of managerial finance and the main topographical features of the new territory of the statement of financial position (balance sheet), income statement and cash flow statement. Aimed at undergraduate students, but also at individuals in the workplace who have a limited knowledge of financial management and wish to supplement it.

Contents include the following:

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- Time value of money
- Capital investment
- Risk and leverage
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Revised third edition
J. Marx, S. Ngwenya & G. Grebe
202 pages; 2020
ISBN: 978 0 627 03717 7 – R495.00
eISBN: 978 0 627 03718 4 – R445.50

An introduction to the principles of financial management required to contribute favourably to the long-term sustainability of a business. Illustrates how these principles should be applied towards creating wealth as opposed to simply maximising profit. Aimed at those with little or no prior knowledge of accounting or financial management.

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• Managing the cash flow of a business

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J. Marx (Editor)
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A concise yet comprehensive introduction to investment analysis and portfolio management, specifically in the South African context. Provides a broad framework and a thorough network of guidelines, focusing on investment in financial assets such as shares and bonds, and explaining both fundamental and technical analysis. Aimed at undergraduate investment management students.

Contents include the following:
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A concise, yet comprehensive introduction to insurance, specifically in the South African context. Explains the regulatory framework, how insurance business needs to be conducted, and procedures for handling claims. Aimed at tertiary students and professionals in risk and finance.

Contents include the following:

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- Time value of money
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J.S. de Beer
192 pages; 2011
ISBN: 978 0 627 02813 7 – R460.00
eISBN: 978 0 627 03002 4 – R414.00

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- Operational risk control
- Operational risk financing
- Operational risk appetite
- Operational risk monitoring
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PERSONAL FINANCE

C. Duvenhage & N. Keyser (Editors)
240 pages; 2021
ISBN: 978 0 627 03815 0 – R445.00
eISBN: 978 0 627 03816 7 – R400.50

A guide to good financial decision making that will empower people to manage their money better and so maximise their opportunities and lead more fulfilling lives. Encompasses many areas and core topics such as cash flow management, savings, debt, housing and planning for the future. Aimed at students as well as the average South African on the street needing guidance on managing household financial matters.

Contents include the following:

- The macroeconomic environment, economic variables and personal finance
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- Investments: equity/stocks (shares); fixed equity; listed property; unit trusts/collective investment schemes
- Personal finance: banking services and products
- Managing credit
- Insurance and assurance
- Retirement
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M. Ward & A. Price
224 pages; 2006
ISBN: 978 0 627 02645 4 – R600.00
eISBN: 978 0 627 03047 5 – R540.00

The creation and measurement of economic value within an organisation. Simplifies and presents the essence of major accounting statements. Includes a simple Excel spreadsheet which can be customised to analyse and value a business.

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- Return on equity (ROE)
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- Economic value added (EVA®)
- Market value added (MVA®)
- Valuation
The ABC of Financial Management is written for those who know little or nothing about financial management as well as for the serious investor or commercial leader. Financial statements, time value of money, the cost of capital, the management of working capital, how to make financing and investment decisions as well as a plethora of other facets of financial analyses and management, are discussed in detail and in understandable language. The book defines and discusses financial terms, as well as the fundamentals of financial management and is of immense practical value.
Basic Business Finance is an informative book on basic issues related to business finance, and is suitable for students and practitioners with no prior insight into financial management. The book is ideally suited to students and practitioners in the following fields:

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- Bookkeeping
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- Business management
- General management

Basic Business Finance offers self-test revision questions and answers at the end of each chapter so that readers can assess their understanding of the content. The aim of the book is to equip students and practitioners with the necessary knowledge, skills and values to practise sound basic business finance principles in their enterprises, thus ensuring good business governance.
MANAGE YOUR MONEY – BASIC FINANCIAL LIFE SKILLS FOR SOUTH AFRICANS

Second edition
N. Swart
213 pages; 2007
ISBN: 978 0 627 02716 1 – R460.00
eISBN: 978 0 627 02881 6 – R414.00

Basic financial knowledge is one of the most important educational and training needs in South Africa. Thousands of people enter the working world without this knowledge. Training in personal financial management is essential in order to successfully secure employment or start a business, and to be financially independent upon retirement. Financial skills are the best skills you can acquire, since you will be able to use them to your benefit throughout your life.

Manage your money teaches you to plan your finances, change your financial situation for the better and become financially independent. Empower yourself financially by learning to

- draw up a budget
- use debt wisely and escape debt
- borrow money from a micro-lender
- provide for your family
- buy your own car and home
- make good investments
- protect yourself and your assets
- plan your retirement wisely
- protect your job and start your own business
- use a bank’s services and products
- create a positive financial future.

Manage your money helps you set personal goals and gain the necessary self-confidence for successful personal financial planning and management.
BUSINESS AND GENERAL MANAGEMENT
BUSINESS MANAGEMENT – A VALUE CHAIN APPROACH

Revised second edition
G.H. Nieman & J.A. Bennett (Editors)
467 pages; 2014
ISBN: 978 0 627 02791 8 – R680.00
eISBN: 978 0 627 03691 0 – R612.00

An introduction to the value chain as a framework that allows students to visualise properly how it works, the activities involved and their interaction with each other. Covers basic points of theory, but also has a strong practical approach. Includes self-evaluation questions and challenging experiential exercises. Aimed at undergraduate business management students and students doing service courses.

Contents include the following:

• Environmental analysis
• Establishing a business
• Leadership
• Logistics
• Management: marketing, financial, human resource, communication, information
• Business ethics
• Creativity and innovation
• Globalisation
• Black economic empowerment
• Corporate governance
A discussion of the critical aspects pertaining to warehouse and inventory management that are necessary for the successful operation of a supply chain in the contemporary business environment. Contextualises supply chain and warehouse management before focusing on the various key components of inventory management, integrated warehousing and inventory risk management, and future trends. Aimed at supply chain management students.

Contents include the following:

- Spatial perspectives on warehouse development
- Warehouse operations and processes
- Warehouse technology and equipment
- Warehouse efficiency
- Inventory management, forecasting and demand planning
- Inventory planning and replenishment
- Procurement
- Inventory control
- Modes of transportation and distribution
An exposé of a wide range of present-day matters that focus on the deep multiplicity of relationships between operations, supply chains and the changing business environment. Offers tools and techniques to cope with the ever-increasing forces of supply versus demand, against the backdrop of limited resources and a constantly changing business environment. Aimed at a broad audience, both local and international, from business practitioners to professional bodies to students.

Contents include the following:

- Green operations and supply chain management
- Design for the environment
- Environmental accounting and economics
- Sustainable management strategies
- Contemporary digital systems
- Competitive manufacturing intelligence
- Contract logistics
- Construction supply chain management
- City logistics
- Humanitarian medical logistics
- Humanitarian operations
- Quantitative exercises
An introduction to the basic management principles of planning, organising, directing and control as an approach to managing contracts. Explains the importance of managing the content of the contract as well as the contracting process so that unnecessary problems can be prevented and, as a result, important relationships can be maintained.

Contents include the following:

- Job description and specifications of a contract manager
- Organising the contract management department
- The procurement process
- New developments in procurement
- Strategic sourcing strategies
- Uses of contracts
- Managing the contract content and process
DEVELOPING SOFT SKILLS FOR SUCCESS – A GUIDE FOR MODERN PROFESSIONALS

B.E. Jonker & N.D.P. Mtshelwane (Editors)
216 pages; 2021
ISBN: 978 0 627 03797 9 – R380.00
eISBN: 978 0 627 03798 6 – R342.00

A foundation for cultivating excellence in emerging leaders. Offers fresh, current and applicable content from a southern African perspective, including practical group and individual exercises to facilitate learning in an interactive, challenging and fun way. Aimed at students in higher education as well as practising professionals and managers.

Contents include the following:
• Setting goals for success
• Career self-management skills – employability and graduate attributes
• Career development for professional success
• Personal branding for professional success
• Digital skills development for success
• The art of professional networking for success
• Professional communication for success
• Managing a diverse workforce for success
• Organisational change for success
• Ethics for success
EMERGING ISSUES IN OPERATIONS AND SUPPLY CHAIN MANAGEMENT

M. Mkansi, G. de Villiers & A. Amadi-Echendu (Editors)

339 pages; 2020

ISBN: 978 0 627 03728 3 – R470.00
eISBN: 978 0 627 03729 0 – R423.00

A discussion of the current drivers of change within the realm of operations and supply chain management. Shares practical advice and solutions for the global industry which will equip businesses to respond with robustness in today’s volatile economic environment. Aimed at undergraduate students as well as professionals working in the industry to support sustainable business practices as well as organisational goals.

Contents include the following:

- Green purchasing fundamentals
- Design for the environment
- Environmental accounting and economics
- Sustainable operations
- Food security
- Digital technologies and operations in the fourth industrial revolution
- Maritime logistics (port and sea freight)
- Construction supply chains
- City logistics fundamentals
- Humanitarian logistics and disaster management
- Humanitarian medical logistics
- Quantitative fundamentals
ENTREPRENEURIAL SKILLS

Second edition
N.M. Mmako, W. Sambo & R. Shambare (Editors)
274 pages; 2021
ISBN: 978 0 627 03803 7 – R435.00
eISBN: 978 0 627 03804 4 – R391.50

The essential concepts and skills needed to grow and manage an entrepreneurial venture successfully. Presents current, relevant content in unique and interesting ways, drawing from real-world examples. Aimed at undergraduate students at universities and universities of technology as well as practising entrepreneurs.

Contents include the following:
• Opportunity recognition
• Setting realistic goals and achieving them
• Networking
• Leadership and management
• Creativity and innovation
• Legal issues in business
An in-depth guide to becoming a successful entrepreneur. Describes and illustrates new venture creation within a South African context: the start-up process, the growth stages and the challenges in the maturity phase of the business. Aimed at undergraduate students as well as entrepreneurs, managers, management consultants and trainees, developers and presenters of in-house business courses.

Contents include the following:

- Seeing, locating, measuring and opening the window of opportunity
- Developing the business plan
- Determining the resources required
- Fair trade, competition and consumer protection
- The role of national government in developing and enabling the small business environment
- Controlling and planning for growth
- Key issues of business success or failure
- e-Commerce opportunities
- Corporate entrepreneurship in South Africa
ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT – AN EMERGING ECONOMIES PERSPECTIVE

G.E. Chiloane-Tsoka & E.M. Rankhumise (Editors)
382 pages; 2019
ISBN: 978 0 627 03455 8 – R540.00
eISBN: 978 0 627 03456 5 – R486.00

A balanced theoretical and practical approach to developing the important skills necessary for entrepreneurs to succeed at doing business in emerging economies. Discusses fundamental aspects such as innovation and creativity as well as entrepreneurial strategies. Aimed at fostering entrepreneurship in students.

Contents include the following:

- Starting a business
- Feasibility analysis
- Entrepreneurial skills
- Finance
- Social entrepreneurship
- Ethics, governance and sustainability
EXPLORING CREATIVITY AND INNOVATION – A STRUCTURED APPROACH FOR ENTREPRENEURS, MANAGERS AND GAME CHANGERS

Second edition
A. Antonites
280 pages; 2020
ISBN: 978 0 627 03786 3 – R495.00
eISBN: 978 0 627 03787 0 – R445.50

A discussion of all the aspects of innovation, including the creative person, process and outcome as well as design thinking that facilitates modern creative behaviour in an array of business and organisational environments. Follows a process approach and provides locally relevant examples and case studies to situate the content within the African context.

Contents include the following:

• The role of and need for the “new” (the context, need and nature of innovation)
• The creative person and the environment
• The creative process
• Design thinking
• The creative outcome
• Linking invention to market
• Models, processes and patterns
• Business model to business plan
• Product development
• Managing innovation
NEW PUBLICATION

FOODSERVICE MANAGEMENT – AN AFRICAN PERSPECTIVE

S.M. Jooste & W.H. Engelbrecht (Editors)
354 pages; 2022
ISBN: 978 0 627 03936 2 – R495.00
eISBN: 978 0 627 03937 9 – R445.50

An in-depth analysis of the integrated complexities of various types of food and beverage service organisation. Provides an overview of the foodservice industry before addressing the organising and control functions, then progresses to the more strategic aspects. Aimed at students studying towards a qualification in the fields of hospitality, culinary, food and beverage or consumer sciences.

Contents include the following:

• Introduction to foodservice management
• Menu management
• Beverage management
• Foodservice supply chain
• Cost controls and food processing systems
• Food safety management
• Foodservice facilities layout and design
• Community food systems and sustainability
• Employee productivity
• Strategic management and servant leadership
FUNDAMENTAL PRINCIPLES OF SUPPLY CHAIN MANAGEMENT

(NEW EDITION IN PREPARATION)

S. Mbanje & J. Lunga (Editors)
231 pages; 2015
ISBN: 978 0 627 03330 8 – R425.00
eISBN: 978 0 627 03331 5 – R382.50

The integrated supply chain explained in terms of a more strategic coordination for increased market impact, overall efficiency, continuous improvement and heightened competitiveness. Highlights supply chain management from purchasing, operations and logistics perspectives, in both a global and local context. Aimed at undergraduate university students.

Contents include the following:

• Procurement
• Global logistics
• Government laws and regulations affecting supply chain management
• Quality
• Information technology and supply chain management
• Forecasting and demand management
• Customer service
• Inventory management
• Warehousing and transportation
A back-to-basics textbook that provides the grounding managers and entrepreneurs need to survive and prosper in today’s fluid and competitive global marketplace. Incorporates the fundamental concepts found in any general management course, using real-life management-in-action examples and taking an Afrocentric perspective. Aimed at undergraduate students doing management courses.

Contents include the following:

- Management theory
- The organisational environment
- Managerial ethics and social responsibility
- Decision making
- Designing the organisation
- Organisational change and learning
- Managing diversity in the workplace
- Motivation
- Communication
- Foundations of control
- Contemporary management issues
An in-depth look at the evolution of the workplace environment, and the requirements and business expectations of modern office administrators and managers. Explores the necessary skills and attributes required to strive in the new hybrid workplace model, which involves tapping into new technological and self-management tools to function optimally while working remotely. Aimed at entry-level and experienced administrators.

Contents include the following:

- Business communications
- Professionalism and etiquette in the office environment
- Office design and layout
- Record management and data filing
- Basic financial administration
- Planning, organising, leading and controlling
- Diversity and decision making
- Relationship management and customer service
- The green office and ethics
PASSION, POWER AND PURPOSE – ENGAGING WITH STRATEGY IN YOUR ORGANISATION, AND YOUR LIFE

G. Sieff
240 pages; 2021
ISBN: 978 0 627 03854 9 – R430.00
eISBN: 978 0 627 03855 6 – R387.00

A professional and personal guide to navigating a world of complexity, uncertainty and pandemic-sized shocks. Covers a broad selection of the essential frameworks, models and tools needed to engage effectively in shaping and influencing organisational strategy. Aimed at leaders, executives and graduate students.

Contents include the following:

- Strategy in context
- Frameworks and perspectives
- Outside–in strategy: staying relevant
- Inside–out strategy: finding leverage
- Optimising strategic alignment
- Future positioning
- Strategic options
- Taking action – strategy execution
- Leading strategically
An approach to project management that focuses on intangible products, within a southern African context. Provides sound pedagogical grounding with a mix of content, examples, case studies and exercises. Aimed at students who are taking service-related courses.

Contents include the following:

- Project management paradigms and methodologies
- Managing the project definition phase
- Planning, implementing and financing projects in the service sector
- Managing project parameters
- Project cost management
- Project procurement management
- Governance and leadership of projects
- Stakeholders in project management
- Disaster risk reduction in development planning
- Project management in intercultural contexts
- Monitoring and evaluation in service sector projects
- Risk management in service provision projects
- Project closure
- Customer relationship management
- Ethics and corporate social responsibility
- The future of project management (in Africa)
PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

I.M. Ambe & J.A. Badenhorst-Weiss (Editors)
410 pages; 2020
ISBN: 978 0 627 03675 0 – R650.00
eISBN: 978 0 627 03676 7 – R585.00

An in-depth look at procurement and supply chain management (SCM) in the public sector, with special reference to applicability in South Africa. Provides new ideas, concepts, case studies and practical experiences. Aimed at students, government officials, academics, researchers, consultants and other concerned parties.

Contents include the following:

- SCM challenges in the South African public sector
- Legislation governing public SCM
- Demand and acquisition management
- Implementing bid committee systems
- Strategic sourcing and category management
- Managing inventory
- Logistics, contracts and ethics
- Asset and disposal management
- Risk management
- Electronic systems and e-procurement
- Performance monitoring and evaluation
- Sustainable public procurement
PURCHASING AND SUPPLY MANAGEMENT

Seventh edition
J.A. Badenhorst-Weiss, J.O. Cilliers, W. Dlamini & I.M. Ambe (Editors)
348 pages; 2018
ISBN: 978 0 627 03547 0 – R685.00
eISBN: 978 0 627 03548 7 – R616.50

An introduction to the current concepts and management tools that will make purchasing and supply management more efficient in functioning within the broader concept of supply chain management. Covers not only basic principles but also the activities incumbent on a purchasing and supply manager. Addresses the relationships between purchasing and concepts such as strategic sourcing, and areas of application. Aimed at students in this field as well as practitioners in business.

Contents include the following:
• Purchasing and supply policies and strategies
• Purchasing price determination and cost analysis
• Evaluation and selection of suppliers
• The management of quality
• Sustainability in purchasing and supply
• Supplier development
• Electronic commerce and electronic procurement applications
A systematic approach to managing the entire flow of materials, information, services and finance from raw material suppliers through manufacturing and warehousing, to the end user. Covers the operational and strategic aspects of all the components of business logistics from a supply chain management perspective, focusing on the integration of all business processes that add value to the customer. Aimed at undergraduate students and graduate programmes in the field of supply chain management.

Contents include the following:
- Customer service
- Demand and order management
- The supply management process
- Inventory management
- Transport management
- Warehouse management
- Reverse logistics
- Contract logistics
- Global dimensions of logistics
- Supply chain risk management and resilience
- City logistics
- Humanitarian logistics
NEW EDITION

THE STRATEGIC MANAGEMENT PROCESS – A SOUTH AFRICAN PERSPECTIVE

Third edition
J.A.A. Lazenby (Editor)
438 pages; 2022
ISBN: 978 0 627 03902 7 – R650.00
eISBN: 978 0 627 03903 4 – R585.00

An understandable and practical approach to the strategic management process that explains strategy in such a way that every reader will understand not only how vital it is to any organisation but also exactly what it entails. Aimed at students in strategic management as well as those involved in management training programmes in organisations or small business ventures.

Contents include the following:

- Strategic direction and environmental analysis
- Strategy formulation
- Strategy implementation
- Strategy control and evaluation
STRATEGIC MANAGEMENT – SOUTHERN AFRICAN CONCEPTS AND CASES
(NEW EDITION IN PREPARATION)

Fourth edition
T. Ehlers & J.A.A. Lazenby (Editors)
441 pages; 2019
ISBN: 978 0 627 03681 1 – R635.00
eISBN: 978 0 627 03682 8 – R571.50

The first specifically southern African textbook on the principles and application of the strategic management process. Emphasises the important role of corporate governance, with specific reference to the King IV™ report. Uses the history, development and strategy of Shoprite Checkers as a cohesion case study throughout. Aimed at business management students as well as organisations.

Contents include the following:
• Setting strategic direction: vision, strategic intent and mission
• Corporate governance and strategy
• Environmental analysis
• Strategy formulation
• The Business Model Canvas as a strategic tool
• Aligning strategy with industry life cycle
• Strategy implementation and change management
• Drivers and instruments for strategy implementation
• Continuous improvement through strategic control and evaluation
NEW PUBLICATION

STRATEGIC SUPPLY CHAIN MANAGEMENT

P. Ramgovind & W. Engelbrecht (Editors)
392 pages; 2022
ISBN: 978 0 627 03920 1 – R580.00
eISBN: 978 0 627 03921 8 – R522.00

An exploration of how supply chain management activities influence strategic decision making in a contemporary organisation. Aimed at students studying toward a commerce programme at both diploma and bachelor’s level.

Contents include the following:

• Principles of supply chain management
• Spatial perspectives on strategic warehouse development
• Forecasting and demand planning
• Procurement and management of inventory
• Warehouse operations and processes
• Managing logistics in the supply chain
• Sustainable supply chain management
• Lean supply chain management
• Ethics in supply chain management
SUPPLY CHAIN MANAGEMENT – A BALANCED APPROACH

Third edition
I.M. Ambe, J.A. Badenhorst-Weiss, E.H.B. van Biljon & J.O. Cilliers (Editors)
472 pages; 2022
ISBN: 978 0 627 03922 5 – R655.00
eISBN: 978 0 627 03923 2 – R589.50

Identifies the strategic impact and evolutionary direction of the field in a global market environment and emphasises the changes in processes and management thinking required to introduce supply chain management in South African organisations. Aimed at all supply chain, logistics and transport management students.

Contents include the following:
• Lean and agile supply chains
• Improving performance
• Managing inventories
• Customer service
• Quality
• Suppliers
• Total cost of ownership
• Green supply chain management
• Negotiations
• The role of transport
• Distribution management
• Managing the global supply chain
An overview of transportation management as an aspect of the supply chain network within the southern African landscape. Considers the contribution made by the Southern African Development Community (SADC) towards improving transportation management as part of its overall goal of increasing opportunities for growth, given the economic, political and social challenges facing this region. Aimed at undergraduate students in supply chain management, logistics management and transport economics.

Contents include the following:

- Background to supply chain management
- SADC trade routes
- Modes of transportation
- Legislation and regulations
- Logistical outsourcing
- Cost management
- Transportation planning and fleet management
- Technology in transportation
- Transport economics
- Transportation risk management
- Sustainable transportation
- Global transportation and future trends within the transportation sector
UNDERSTANDING BUSINESS AND ETHICS IN THE SOUTH AFRICAN CONTEXT

M. Rathbone (Editor)
342 pages; 2020
ISBN: 978 0 627 03677 4 – R420.00
eISBN: 978 0 627 03678 1 – R378.00

An overview of the relationship between business and ethics from a contextual and integrative perspective. Prepares students to engage with ethical issues in the workplace and socioeconomic challenges in society in an accountable and responsible manner. Explores cultural diversity and the challenges it presents in relation to governance and ethics in business. Aimed at undergraduate students as well as those already in the business environment.

Contents include the following:

- Fundamental hermeneutical theories and their ethical dimensions
- Socioeconomic challenges in South Africa
- The development of capitalism
- The challenges of the legacy of colonialism
- Ethical theories
- Business theories
- Governance
- Management of ethics
- Marketing
- Labour relations
- Finance
OTHER BUSINESS AND GENERAL MANAGEMENT TITLES AVAILABLE

BUSINESS MANAGEMENT

Second edition 797 pages; 1998
S. Marx, D.C. van Rooyen, J.K. Bosch & H.J.J. Reynders (Editors)
ISBN: 978 0 627 02319 4 – R805.00

This new, completely revised edition incorporates the many changes and reforms in South Africa with a direct impact on business management. The book centres on three major themes: what is a business enterprise? How is a business enterprise established? How is it managed?

This new edition meets the needs of tertiary academic institutions for an introductory work on the structure and principles of business management. At the same time it serves as a reference for training in other disciplines. The book also offers background and practical guidelines for practising business people, business leaders and entrepreneurs on how to manage their enterprises successfully.
BUSINESS MANAGEMENT – AN INTRODUCTION

Second edition
L.R.J. van Rensburg
175 pages; 2008
ISBN: 978 0 627 02677 5 – R465.00
eISBN: 978 0 627 02838 0 – R418.50

The fundamentals of business management and entrepreneurship. Guides students through the development of business management to current and relevant thinking within the discipline.

Contents include the following:
• The nature and being of business management
• Establishment issues of the new business
• Legal issues
• General and strategic management
• Human resource management
• Information management
• Purchasing management
• Production and operations management
• Financial management
• Nature of marketing
• Nature of logistics
• Business plan
Courageous Conversations – A Collection of Interviews and Reflections on Responsible Leadership by South African Captains of Industry

D. Gleason, S. Nkomo & D. de Jongh
420 pages; 2011
ISBN: 978 0 627 02826 7 – R740.00
eISBN: 978 0 627 02970 7 – R666.00

Fourteen captains of industry. One hour of intense, candid and often brutal examination with each leader. Courageous Conversations takes the reader on a privileged walk through the corridors of corporate power, on a journey to the centre of leadership.

What is leadership? How have these remarkable individuals steered their companies through times of largesse and, more recently, recession? Has the board become an outdated model? Are visions, values and ethics being sacrificed on the altar of profitability? Has executive remuneration really gone too far?

The ultimate goal: to discover what lessons can be learnt and taken on board for the next generation of South Africa’s corporate leaders. David Gleason, a well-known financial journalist and columnist, gets into the minds, and ultimately the hearts, of these celebrated leaders with often surprising and dramatic consequences.

Courageous Conversations is a fearless exposition of real-life leadership. It stands apart from other books in the field of leadership with its dual-analysis format: one analysis written by Gleason and an academic analysis of each interview by Professor Stella Nkomo, with contributions from Professor Derick de Jongh.

Each interview has been transcribed and copied onto a CD, which accompanies the book.

Times of tectonic change call for Courageous Conversations.
Customer service management – a holistic approach provides readers with the following:

- A holistic approach to customer service and customer service management
- A framework for understanding the core issues in customer service delivery
- Insight for small business owners into how to gain a competitive edge
- A wide variety of activities, providing the optimal usage of notional hours within the SAQA framework
- Motivation for giving great customer service
- A carefully designed roadmap for learning, including the application of an industry-related project
- A chance to have some fun while learning through the use of activities

Contents include the following:

- Moments of truth
- Dealing with “difficult” customers
- Basic communication
- Working with frontline personnel
- Customer service action plans
- Internal and external customer service
- Identifying customer needs
- The role of customer service
e-Commerce is a broad term that covers all business activities that use the internet as the platform for conducting exchanges or forming and maintaining relationships. It encompasses social media, the sharing economy, mobile applications, e-tailing, the changes to business models and developments such as wearables, and is a rapidly growing component of business education. The separation between real and virtual worlds is becoming more intangible as we rapidly face a new world of integrated technology. *e-Commerce* provides a solid grounding in this dynamic discipline as well as tools and techniques to leverage for e-commerce business success.

*e-Commerce* is written from the perspective of a developing country and makes use of many South African examples. It uncovers the main business drivers of which practitioners need to be aware in this rapidly developing field, from an overview of the e-commerce environment and the digital business models and strategies that have emerged from it, to an in-depth look at the strategic drivers for digital and social marketing, operations and emerging trends in the digital future.

**Contents include the following:**
- The local and regional e-commerce environment
- Digital business models and the e-value chain
- Consumer behaviour online
- Research and big data
- Digital marketing, advertising and branding on the internet
- Special developments in areas such as pricing and services
- The macro-environment, e-commerce and the law
- The digital future

*e-Commerce* is aimed at students who already have an understanding of general business theory, specifically basic concepts in economics, marketing and management.
As the subtitle *a framework for African Renaissance leaders* indicates, this book combines the challenges of Africa’s development and leadership theory. Since proper assessment of a particular context – with its historical, philosophical, political, social and technological facets – is crucial for effective leadership, I have attempted to provide sufficient information about Africa to contextualise the leadership challenge. I will begin with a chapter on the essence of leadership. I argue that leadership, to stand the test of time, has to come from the will to serve others. It has been modelled by Nelson Mandela, whose legacy will inspire African leaders for generations to come. I also make a case for a more holistic and deeper understanding of leadership than what we are familiar with in modern organisations, where a combination of positional authority and functional competence are viewed as the makeup of good leadership.

I discuss the important role of vision in a leader’s efforts to influence and mobilise others. The African Renaissance dream is such a vision. To know what needs to happen for an African Renaissance dream to become reality, one needs to understand the challenges leaders in Africa face today. I therefore present an overview of Africa’s history and contemporary reality before focusing on the important aspect of culture. What do leaders need to understand of the cultural values of Western or modern societies and those of traditional African societies (and the mix we have in African countries) to build suitable organisational cultures for the African context? What, in terms of a cultural stance, will be good for an African Renaissance?

In Chapter 5, I explicate the theory of transformational leadership and provide a framework and ideas for developing leaders in view of an African Renaissance. Since the success of South Africa’s transformation since 1994 is undeniably pivotal to the ideals of an African Renaissance, I provide some perspectives on its progress in the last chapter. For further reflection and debate, I recommend the discussion of key questions included at the back of the book.
In our typically fast-paced life in the 21st century it is not uncommon for people to feel a loss of direction, purpose and meaning. It would seem that deeper and more fundamental questions about our existence and the significance of our efforts and busy lives are seldom asked and contemplated. In many areas and at different levels there also appears to be a vacuum in inspirational leadership. Instead of waiting and hoping for others to rise to the challenges of our time, however, we can reflect on our own leadership and commit to grow as inspirational leaders ourselves. How well do we lead our own lives, our own families? How do we ensure that our own flame of inspiration remains strong? Do we have the ability to inspire others?

*Leadership thoughts* attempts to open up perspectives, stimulate thinking and inspire attitudes and behaviour that would help to unlock the best in us – especially in the context of the workplace and the challenges that we face as a nation. It will be appreciated by students of life in general, by those who regard themselves as experienced but not complete leaders as well as aspirant leaders who are eager to lay the right foundations for their leadership challenges in future.
SMALL BUSINESS MANAGEMENT – A SOUTH AFRICAN APPROACH

G.H. Nieman (Editor)
318 pages; 2006
ISBN: 978 0 627 02617 1 – R625.00
eISBN: 978 0 627 02904 2 – R562.50

An exploration of small businesses in South Africa and their unique problems.

Contents include the following:
• Understanding small business
• Managing a small business
• Managing a micro business
• Managing a family business
• Marketing management
• Operations and supply chain management
• Financial management
• Human resource management
• Information and e-business
• Social responsibility and ethics
• Managing growth
• Harvesting and exiting a venture
• Risk management, business failure and turnaround
• Networking and support
• Legal aspects
Strategic management is a well-known concept among working people in South Africa. In particular, businesspeople, managers, professionals, technicians and workers are exposed to strategic management in their day-to-day activities. We are all influenced by strategic management, but do we really know what it means?

This book provides a step-by-step approach to learning and applying the principles of strategic management in order to enhance an understanding of the subject matter.

The strategic management approach followed in this textbook is inclusive, and each participant’s role in the process is evaluated and clarified. This approach promotes ownership of the principles and motivates both learners and practitioners. The inclusive approach also ensures that staff members at all levels of an organisation understand and embrace the principles of strategic management. To this end, the strategic management process is divided into three levels, namely, the strategic level, the tactical level and the operational level.

Strategic Management is essential reading for undergraduate students of strategic management. Practitioners will also find the content invaluable in their daily activities.
EMPLOYMENT RELATIONS IN SOUTH AFRICA – A PSYCHOLOGICAL PERSPECTIVE

M.A. Matjie
240 pages (provisional); 2023
ISBN: 978 0 627 04038 2
eISBN: 978 0 627 04039 9

An introduction to employment relations in South Africa, but from a psychological perspective. Explores the ramifications of the past, while promoting collaborations between employment relations and psychology towards developing a more collegial, productive as well as harmonious employment relationship. Aimed at senior undergraduate as well as postgraduate students in human resource management, labour relations, human resource development, psychology and industrial psychology.

Contents include the following:

• Nature and historical development of labour relations in South Africa
• Psychological ramifications of apartheid on employment relations in South Africa
• Employment relations legislation in South Africa
• History of employment relations and psychology
• Collective bargaining and psychology
• Negotiations and psychology
• Conflict management and psychology
• Strikes and lockouts and psychology
• Industrial psychologist in employment relations
• Workplace procedures
• Collective bargaining and negotiations
An introduction to human resource (HR) metrics in simple and relatable language. Takes the reader systematically and thoroughly through concepts and principles that will aid the reader to apply data analysis to various people-related matters. Includes South African business cases and utilises MS Excel for statistical analyses. Aimed at HR students as well as working HR practitioners.

Contents include the following:

- Evolution of the HR profession
- Use of technology in HR management
- Integrated reporting and analytics
- Introducing the HR measurement cycle
- HR metrics within the HR value chain
- HR metrics associated with line management
- HR metrics related to business strategy
- Problem identification
- Collecting and analysing data
- Presenting findings
- Global trends in HR
HUMAN RESOURCE MANAGEMENT IN THE NEW WORLD OF WORK –
MEETING THE CHALLENGES OF INDUSTRY 4.0

D. Kokt (Editor)
156 pages; 2021
ISBN: 978 0 627 03809 9 – R450.00
eISBN: 978 0 627 03948 5 – R405.00


Contents include the following:
• Linking human resource management with organisational strategy
• Industry 4.0 and career management
• Talent management and development
• Leadership in the new world of work
• Human resource information systems (HRIS)
• Human resource metrics
• Human resource service delivery and innovation
• Human resource risk management
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

M. Meyer & E. Krüger-Pretorius (Editors)
389 pages; 2018
ISBN: 978 0 627 03459 6 – R445.00
eISBN: 978 0 627 03460 2– R400.50

An examination of the essential aspects of the practice of human resource management in the modern workplace. Supplements essential theory with practical guidelines for managing employees as well as other general functions in an organisation. Aimed at undergraduate students at further and higher education institutions within South Africa as well as managers and human resource practitioners.

Contents include the following:

• Macroenvironmental factors
• Workforce planning and talent management
• Recruitment and selection
• Induction, orientation and onboarding
• Performance management and appraisal
• Human resource development
• Management, leadership and motivation
• Remuneration
• Employee wellness, health and safety
• Laws regulating the human resource management function
MANAGING DIVERSITY IN THE SOUTH AFRICAN WORKPLACE

N.M.H. Carrim & L. Moolman (Editors)
266 pages; 2020
ISBN: 978 0 627 03738 2 – R440.00
eISBN: 978 0 627 03739 9 – R396.00

A scientifically based introduction to understanding diversity and inclusion at the macrolegislative, meso-organisational and micro-individual levels. Examines how diverse employees and groups can be accommodated within the South African workplace and the concomitant legislation that supports the inclusion of individuals from different backgrounds. Aimed at undergraduate students.

Contents include the following:
- Diversity management concepts
- Managing racial and ethnic diversity in the workplace
- Managing gender diversity in the workplace
- Managing religion and spirituality in the workplace
- Managing disability in the workplace
- Managing age diversity in the workplace
- Managing sexual and gender diversity in the workplace
- Managing diversity in South Africa: policy, plan and strategy
A solid and scientific foundation to developing an integrated and holistic understanding of the individual and group processes in modern organisations. Explores how South African organisations operate in an environment that is fast changing due to digital advancement, economic challenges, social complexities and shifting employee and customer values/expectations. Aimed at undergraduate students in HRM and industrial psychology.

Contents include the following:

- Organisational culture
- Individual diversity in the workplace
- Motivation and engagement of the South African workforce
- Performance management
- Groups and teams
- Communication in the information age
- Wellness and stress
- Power, empowerment and influence
- Managing conflict
- Decision making
- Leadership
- Organisational change and innovation
PERFORMANCE MANAGEMENT – A CONTEMPORARY SOUTH AFRICAN PERSPECTIVE

M. Moosa & M. Meyer (Editors)
344 pages; 2021
ISBN: 978 0 627 03742 9 – R490.00
eISBN: 978 0 627 03743 6 – R441.00

An examination of the practice of performance management in the modern South African workplace and how to balance the positive with its more challenging negative facets. Highlights best practice and innovative ideas for implementation that will enable managers, employees and teams to achieve success and improve results. Aimed at senior undergraduate as well as postgraduate students at further and higher education institutions within South Africa.

Contents include the following:

• Business strategy and performance
• Creating a high-performance culture
• Development and implementation of performance management systems
• Performance measurement in practice
• Team performance management
• Performance management skills
• Dealing with underperformance
• Performance development
• Rewarding good performance
• Monitoring and evaluation
• The future of performance management in the new world of work
NEW EDITION

THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0 – R620.00
eISBN: 978 0 627 03931 7 – R558.00

A guide to drawing up, administering and interpreting assessment procedures, and judging whether the techniques used are theoretically and procedurally sound. Takes a special look at assessment from an organisational perspective. Aimed at third-year and honours students of psychology and industrial psychology as well as practitioners.

Contents include the following:

- Developing a psychological measure
- Reliability and validity
- Combining and interpreting assessment results
- Assessing in a multicultural context
- Assessing intelligence and ability
- Assessing competence
- Assessing integrity and honesty in the workplace
- Assessment for career counselling
- Interviewing
- New developments in assessment
SOUTH AFRICAN EMPLOYMENT RELATIONS – THEORY AND PRACTICE

Ninth edition
P.S. Nel & M. Kirsten (Editors)
570 pages; 2020
ISBN: 978 0 627 03746 7 – R635.00
eISBN: 978 0 627 03747 4 – R571.50

A broad perspective to employment relations, incorporating all aspects of the field. Discusses current events in the South African and wider socioeconomic and political environments as well as the latest legislative developments. Aimed at industrial psychology and human resource management senior undergraduate students.

Contents include the following:

• Stakeholders in employment relations
• Development of employment relations in South Africa
• Core labour legislation impacting on the employment relationship
• Conflict, collective bargaining and negotiation
• Industrial action and strike handling
• Organisation-level perspectives: strategies, policies, procedures, processes and practices
• Employee involvement and participation
• The broader ER management agenda
OTHER HUMAN RESOURCE MANAGEMENT TITLES AVAILABLE

EFFECTIVE FACILITATION – PRACTICAL GUIDELINES FOR MANAGERS, FACILITATORS, CONSULTANTS AND TRAINERS

M. Meyer
115 pages; 2004
ISBN: 978 1 869 28009 3 – R370.00

A systematic and integrated approach to the theory and practice of facilitation. Includes problem-solving exercises, team-building sessions, brainstorming and training presentations. Aimed at managers, team leaders, facilitators and trainers who are required to perform some aspect of facilitation as part of their job.

Contents include the following:

- Facilitation framework
- Facilitation knowledge, skills and values
- Human performance technology
- Facilitation tools and techniques
- Guidelines for change management
- Guidelines for effective diversity facilitation
At a time when quality in education and training for all sectors of the South African economy has become a crucial issue, many education, training and development (ETD) providers, practitioners and organisations are earnestly seeking ways to improve their education and training practices to ensure compliance with the national legislative requirements. This title suggests practical guidelines for ensuring quality in learning provision.
LABOUR RELATIONS – LAW AND CONFLICT IN THE WORKPLACE

G. Klerck
199 pages; 2007
ISBN: 978 1 869 28604 0 – R465.00

A comprehensive guide to the Basic Conditions of Employment Act 75 of 1997 and Labour Relations Act 66 of 1995. Includes case studies and activities, providing the optimal use of notional hours within the SAQA framework.
Change and the management of change have become some of the most urgently discussed topics of our time. Yet despite this, very few change management practices are premised on a thorough understanding of the change phenomenon and its costly impact.

*Organisational change: theory and practice* is based on the philosophy that a deeper understanding of change and its consequences is necessary to manage change constructively in organisations. The book recognises that change at the individual level is inextricable from change at the organisational level. The reader is encouraged to apply insights and principles gained from the book to both personal and work contexts.

The book has been developed around the why of change (change as a phenomenon), the what of change (a review of change paradigms; early and contemporary concepts of change; process perspectives; the experience and impact of change) and the how of change (engagement and management). It sensitises the reader to the everyday implications of the multifaceted nature of change. In the final chapter, different perspectives on change and transformation are related to change levers and triggers, change management models, formulae and success factors, challenges of implementation, and guidelines for purposefully engaging with change in organisations.

*Organisational change* will be of great value to the advanced student, human resource practitioner, consultant or line manager who needs a deeper understanding of the change phenomenon and its impact, and to all who have to contend with significant change at work or home, or who are instrumental in bringing about change in a specific organisational or societal context.
ORGANISATIONAL DEVELOPMENT – NEW METHODS AND MODELS FOR SOUTHERN AFRICA

A. Moerdyk & C. van Aardt (Eds)
28 pages; 2003
ISBN: 978 1 869 28367 4 – R660.00

Major theories of organisational development (OD) and how these are applied in practice, especially in the context of southern Africa. Introduces the dynamic new onion model, which graphically outlines the concentric processes, and provides case studies to illustrate the practical implications of OD. Aimed at academics and OD practitioners.

Contents include the following:

• History of OD
• Management of the OD process
• Contemporary OD theories
• OD in African cultures
• Employment equity, the management of diversity and performance management
• Knowledge management approach
• Preparing for the global village
• Future organisational and OD trends
Contemporary organisations increasingly find themselves grappling with rapidly evolving and dynamic global settings. The focused, systematic and pragmatic approach of organisation development (OD) is invaluable when it comes to navigating organisational and larger systems change.

*Organisation development – theory and practice* provides a thorough account of this discipline and practice field from both an international and a more localised perspective. It explains but also moves beyond the fundamentals, demonstrating and applying relevant theory in practical situations. It highlights contemporary and emerging challenges as well as long-standing historical and/or classical debates.

*Organisation development – theory and practice* is structured around the key stages and considerations of the action research and intervention process. Examples and illustrative case studies are provided to develop conceptual skills in the areas of analysis, interpretation and application.

**Contents include the following:**
- Local and international history, and defining features, values and ethics
- Intervention theory, action research and appreciative inquiry
- Nature, structure and categories of interventions
- Organisational diagnosis and feedback
- Individual, group, comprehensive and sociotechnical interventions
- OD in multicultural and multinational contexts
- Role and competencies of the consultant and change agent
- Challenges and requirements for effective OD

Organisation development - theory and practice will appeal to novice and seasoned practitioners, managers, and senior undergraduate and postgraduate students.
MARKETING, SALES AND TOURISM
BRAND MANAGEMENT – A SOUTHERN AFRICAN PERSPECTIVE

N. Cunningham (Editor)
364 pages; 2021
ISBN: 978 0 627 03715 3 – R485.00
eISBN: 978 0 627 03716 0 – R436.50

A comprehensive guide to understanding brand management, detailing how branding can be used to develop favourable brand equity. Provides a southern African perspective but compares it with other contexts, thereby presenting a more global viewpoint. Aimed at undergraduate marketing students.

Contents include the following:
• Brand image and brand positioning
• Brand architecture, equity and value chain
• Designing marketing programmes to build brand equity
• Measuring brand equity and performance
• Brand contact planning
• Branding in the digital era
• Branding in South Africa and Africa
• International branding
• A perspective on service branding
• Internal branding and engagement
A concise and relatable textbook on consumer behaviour principles and practices within the context of South Africa and a wider market. Explores the ever-changing needs of consumers among a number of psychological, cultural and environmental factors, including the challenges associated with the COVID-19 pandemic. Aimed at undergraduate consumer behaviour students at universities and universities of technology, as well as colleges and short learning programmes.

Contents include the following:

- Consumer perception and learning
- Consumer attitude formation and change
- Personality, lifestyles and self-concept
- Cultural and subcultural influences on consumer behaviour
- Family and household influences
- Situational influences on consumer behaviour
- Decision-making process
- Reference groups and word of mouth
- Consumer management and relationships
- Consumer misbehaviour
- Changes in retailing and consumer research
- Digital marketing and consumer behaviour
DIRECTIONAL/STRATEGIC MARKETING PLANNING

D.B. Janse van Rensburg & G.A.P. Drotsky (Editors)

391 pages; 2017

ISBN: 978 0 627 03473 2 – R545.00
eISBN:  978 0 627 03474 9 – R490.50

A step-by-step approach to developing plans that give direction to future marketing actions. Begins with the marketing audit, which provides a clear understanding of the enterprise’s current position in the market, the nature of the opportunities and threats in the external environment, and the enterprise’s internal strengths and weaknesses. Aimed at third- and fourth-year marketing students.

Contents include the following:

- Variables of the market environment
- Macroenvironmental factors
- Review of sustainable competitive advantages of the enterprise
- Marketing plan objectives
- The distribution function
- Enterprise-to-enterprise marketing
- The commercial services marketing mix
- Decision to enter a foreign market and collection of information
FUNDAMENTALS OF TOURISM – AN AFRICAN PERSPECTIVE

P.N. Acha-Anyi (Editor)
335 pages; 2020
ISBN: 978 0 627 03734 4 – R520.00
eISBN: 978 0 627 03735 1– R468.00

An introduction to what tourism actually is, how its economic value chain unfolds and how it can be exploited to maximum benefit for all parties. Balances cognitive and effective outcomes, providing an understanding of the basic concepts while encouraging interest and increased participation in tourism-related discourse and activities. Aimed at beginners in tourism studies and people looking to engage in tourism activities at any level of the tourism value chain.

Contents include the following:
• The attraction development process
• Events management
• The relationship between transport and tourism
• Accommodation and hospitality
• Tourism development and the Fourth Industrial Revolution
• Environmental, sociocultural and economic impacts of tourism
• Intercultural communication
• The role of government
INTEGRATED MARKETING COMMUNICATION

Fourth edition
N. van Heerden, D. Mulder & C. Sephapo (Editors)
382 pages; 2019
ISBN: 978 0 627 03332 2 – R570.00
eISBN: 978 0 627 03333 9 – R513.00

A solid interpretation of all the major marketing communication mix elements that focuses on the basic premises that are needed to employ these techniques in a cohesive manner. Presents a planning framework to facilitate a seamless integration of all these elements in order to convey a consistent corporate image and brand offering. Aimed at undergraduate marketing students.

Contents include the following:

- Planning
- Advertising
- Media management
- Personal selling
- Sales promotion
- Public relations and publicity
- Sponsorship
- Direct marketing
- Digital communication
NEW EDITION

INTRODUCTION TO MARKETING – A SOUTHERN AFRICAN PERSPECTIVE

Second edition
N. Cunningham (Editor)
564 pages; 2022
**ISBN: 978 0 627 03910 2 – R625.00**
eISBN: 978 0 627 03911 9 – R562.50

An introduction to traditional marketing topics as well as more contemporary aspects such as digital marketing, international marketing, ethical marketing and marketing metrics. Addresses the constantly changing marketing environment from a South African perspective. Aimed at undergraduate marketing students as well as any student or professional who requires an understanding of marketing.

*Contents include the following:*

- Segmentation, targeting and positioning
- Developing products and making product decisions
- Pricing decisions
- The marketing mix: advertising, public relations and sales promotions
- The promotions mix: personal selling, direct marketing and sponsorship
- Brand decisions
- Business marketing
An introductory text that explains basic concepts and the unfolding of the tourism phenomenon on the African continent. Uses local examples and case studies to illustrate the implementation of tourism development principles and to capture the essence of the African tourism space. Aimed at tourism students and development stakeholders.

Contents include the following:
- Planning for tourism development
- Alternative tourism products in Africa
- Role of attractions in tourism development
- Accommodation and hospitality
- Role of transport in tourism
- Tourism supply chain management
- Destination management and marketing
- Environmental impacts of tourism
- Tourism, entrepreneurship and small business development
APPLIED PRINCIPLES OF MARKETING AND MARKETING MANAGEMENT

L.R.J. van Rensburg & C.F. De Meyer
133 pages; 2007
ISBN: 978 0 627 02693 5 – R430.00

An introduction to the principles of marketing and marketing management. Includes the definition of marketing, the exchange process, the value-adding functions of marketing, the role of marketing in economic development, the marketing process, marketing management tasks and, finally, the marketing concept. Aimed at junior marketing personnel and junior marketing managers.

Contents include the following:

- Study unit 1: The nature of marketing
- Study unit 2: The marketing environment
- Study unit 3: The consumer as part of the market environment
- Study unit 4: Segmentation, target markets and positioning
- Study unit 5: Product decisions
- Study unit 6: Marketing communications
CONTEMPORARY CASES IN SOUTHERN AFRICAN MARKETING

Third edition
H.B. Klopper & K. Viljoen (Editors)
154 pages; 2016
ISBN: 978 0 627 03328 5 – R405.00
eISBN: 978 0 627 03479 4 – R364.50

A collection of case studies designed to provide a taste of local, regional and international marketing experiences across a broad spectrum of industries. Integrates theory and practice, focusing specifically on emerging market contexts and consumer insights to guide marketing strategy. Aimed at undergraduate and postgraduate students of marketing.

Contents include the following:

- MillerCoors
- Mediclinic Southern Africa
- Harvey World Travel
- South African Police Service
- Eastern Cape Parks and Tourism Agency
- Spotify
- NetFlorist
- Standard Bank of South Africa

*Options available for purchasing individual case studies – speak to your rep for more information.
AN INTRODUCTION TO TOURISM AND HOSPITALITY MANAGEMENT – A SERVICES APPROACH

U.P. Hermann & L. du Plessis
(Editors)
337 pages; 2016
ISBN: 978 0 627 03419 0 – R525.00
eISBN: 978 0 627 03420 6 – R472.50

An essential insight into planning, organising, leading and control as it would be applied specifically in the service industry. Offers a practical industry and service perspective by applying theory to contemporary industry case studies and examples. Aimed at students, educators and practitioners.

Contents include the following:
• Managerial skills required in tourism and hospitality
• The decision-making process
• Managing change and diversity
• Employee behaviour
• Fundamentals of control
• Operations management
• Managing guest services
• Ethics
• e-Commerce
MARKETING IN SOUTH AFRICA – CONSUMER LANDSCAPES: CASES AND CONCEPTS

Fourth edition
J. Simpson & J. Lappeman (Editors)
304 pages; 2017
ISBN: 978 0 627 03137 3 – R520.00
eISBN: 978 0 627 03619 4 – R468.00

A window into the South African consumer landscape. Gives specific details of the UCT Unilever Institute of Strategic Marketing’s consumer segmentation model. Includes over 20 case studies, many of which emanate from the UCT Unilever Institute’s ongoing research over the last 17 years. Aimed at undergraduate students, postgraduate students and practitioners in the marketing arena.

Contents include the following:
• An overview of the South African consumer market
• Brand building: contextualising South Africa
• Route-to-market: the consumer goods evolution
• The township economy: hidden billions
• Innovation: getting back to the root of marketing
• Going abroad: marketing beyond South African borders
• Creativity: is it an effective business tool?
DISTRIBUTION MANAGEMENT

Second edition
J.W. Strydom (Editor)
273 pages; 2005
ISBN: 978 1 869 28567 8 – R525.00
eISBN: 978 0 627 03443 5 – R472.50

First of a quintet of books specially written for South African marketing students to place specific marketing topics in perspective. Covers the full spectrum of distribution topics for undergraduate studies at tertiary level. Contains South African examples and case studies to localise content and enhance discussions. Other books in the series: marketing research, product management, pricing management and integrated marketing communications.

Contents include the following:
• Behavioural processes in distribution channels
• Channel design and selection of channel members
• Logistics management
• Electronic marketing channels
• Managing the distribution channel
The lifeblood of any business is sales and marketing. Selling and marketing skills are essential for a business to succeed. A person’s ability to market a product or service assists in the development of entrepreneurial flair, a much-needed attribute for people either seeking employment or currently employed in the southern African business environment.

Fundamentals of Sales and Marketing
• discusses the development of sales and marketing skills in the southern African business environment
• is unique as it presents the theory on both sales and marketing in one concise book
• provides southern African examples and case studies
• is written in simple, clear language which makes it easy to read and accessible to business management students and practitioners in the sales and marketing fields
• includes a comprehensive glossary of the terms discussed in the book
The new edition of Managing tourism services strives to promote and instil a strong customer-centric orientation in the reader. Therefore, the book places strong emphasis on service orientation and the content focuses on managerial functions as means of enhancing the experience of the tourist. This has led to the introduction of new chapters such as service people management and the consequence of tourism. Several existing chapters have been rewritten to enhance the customer-centric and service-orientated focus of this edition. Several new South African case studies and applications are included to ensure a truly South African perspective.
MARKETING RESEARCH

Second edition
M. Cant (Editor)
249 pages; 2005
ISBN: 978 1 869 28569 2 – R465.00
eISBN: 978 0 627 03143 4 – R418.50

Contents includes:
1. Introduction to marketing research
2. The marketing research process
3. Conducting secondary research
4. Methods for conducting primary research
5. Measurement concepts and questionnaire design
6. Sampling and fieldwork
7. Data preparation and data analysis
8. Reporting research results
Pricing management forms part of a series of books specially written for South African undergraduate marketing students. The other books in the series deal with marketing research, product management, distribution management, and integrated marketing communications. The objective of the series is to place specific marketing topics in perspective.

Pricing decisions impact on other elements of the marketing mix in numerous ways. The price of a product can, for example, influence customers’ perception of the product, determine the type of marketing institutions used in distributing the product, and affect how the product is promoted. Pricing management concentrates on the essentials of pricing decisions in marketing management and does so in a comprehensive, practical and accessible manner.

The editor and authors of Pricing management are all South African marketing academics with years of teaching experience in this field, at various tertiary institutions.
PRODUCT MANAGEMENT

Third edition
C.J. Jooste
148 pages; 2010
ISBN: 978 0 627 02783 3 – R420.00
eISBN: 978 0 627 02956 1 – R378.00

An interactive handbook describing and illustrating product decisions within the South African context. Includes practical examples, case studies and review questions. Aimed at undergraduate students of marketing and product management, private training organisations and in-house training units.

Contents include the following:

• Developing and positioning new products
• The research and development/marketing interface and new product entry
• Branding, packaging and labelling
• Multiple product decisions and strategies
• The product life cycle
• Services marketing and customer service
Simply successful selling is a concise, practical and comprehensive self-study book for new salespeople in the retail, manufacturing and service sectors.

It deals with each step of the selling cycle (from preparing for a sale, to follow-up and building a loyal customer base) as well as with how to handle difficult prospective customers, and understand buyer behaviour and buying signals. Furthermore, it examines the most recent developments in selling techniques, such as the application of neurolinguistic programming. It is easy to read and contains many useful checklists of essential prerequisites for selling and for salespeople.

The book is tailored to self-study, with numerous realistic, practical examples and self-test case studies which readers can use to practise their developing sales skills. It ends with two self-test examinations through which readers can assess their competency. Simply successful selling is an extremely useful learning guide for all salespeople who need to get the basics of their profession right.
Kwantitatiewe tegnieke vorm die ruggraat van alle statistiese, ekonomiese en bestuursmodelle ingevolge waarvan vooruitskattings gemaak en bestuursbesluite geneem word. Die doel van Kwantitatiewe statistiese tegnieke is om die rol van hierdie tegnieke aan lesers te verduidelik en hulle in staat te stel om dit te bemeester.

Die kwantitatiewe beginsels word eenvoudig uiteengesit en is veral gemik op eerstejaarstudente wat ‘n loopbaan in die sakesektor beplan. Die onderwerpe wat behandel word, sluit direk aan by die kwantitatiewe agtergrond wat vir bepaalde beroepe in die sakewêreld vereis word.

Die leerstof word geïllustreer en ondersteun deur gebruik te maak van toepaslike voorbeelde en grafieke. Deurgaans word riglyne gegee vir die doen van berekenings met behulp van rekenaarsagteware. Dit verseker dat die klem van die boek val op die korrekte toepassing en interpretsies van tegnieke, deurdat die leser omslagtige en tydrowende verwerkings kan vermy. Elke tema sluit af met toepaslike oefeninge wat spesifiek daarop gering is om die lesers te help met die bemeestering van die onderwerpe.
Quantitative techniques form the backbone of all statistical, economic and management models according to which forecasts and management decisions are made. Quantitative statistical techniques aims to help readers not only to master these techniques but also to understand the role of each technique.

Quantitative principles are stated simply and are specifically directed at the first-year student who is contemplating a career in the business sector. The topics that are dealt with reflect the relevant quantitative background specifically demanded by business careers.

The text is illustrated and supported with appropriate examples and graphs. Guidelines describing how calculations can be performed with computer software are integrated throughout the text. This ensures that the book's focus falls on the correct application and interpretation of techniques as readers are able to avoid lengthy and time-consuming calculations. Each chapter concludes with appropriate exercises specifically aimed at helping readers to master the subject matter.
STATISICAL TABLES/STATISTIESE TABELLE

D.J. Stoker
36 pages; 2003
ISBN: 978 0 627 02542 6 – R215.00
Education

- Early childhood education
- Education management
- Education studies
- Education psychology
A guide to understanding assessment as a means for ensuring that learners have attained necessary outcomes, and using assessment effectively for optimal teaching and learning. Sets out recommended techniques and tools to assess learners’ knowledge, skills, attitudes and values, and applies these to all subjects prescribed by CAPS in the Foundation Phase. Aimed at teachers and student teachers.

Contents include the following:

- Problems in the current assessment system
- Assessment methods
- Planning for assessment
- Assessment as part of each lesson
- Assessment in first additional language
- Assessment of mathematics
- Grade R assessment
- Assessment of life skills
- Assessment and home language-based education
- e-Assessment
- Interpretation of assessment results
- Feedback to learners and parents
GELETTERDHEID IN DIE GRONDSLAGFASE

Derde uitgawe
I. Joubert (Redakteur)
376 bladsye; 2019
ISBN: 978 0 627 03637 8 – R575.00
eISBN: 978 0 627 03638 5 – R517.50

’n Omvattende bespreking van die onderrig van Afrikaans as huistaal in Graad 1, 2 en 3 soos beskryf in die Kurrikulum- en Assessoringsbeleidverklaring (KABV) van 2011. Fokus op die onderwyspraktyk en het ’n sterk navorsingsinslag wat die kennis van geletterdheid en die onderrig daarvan sal versterk. Assessering word by elke taalvaardigheid bespreek saam met voorbeelde. Gemik op opvoeders wat basiese en nuwe idees soek vir die onderrig van Afrikaans as huistaal of addisionele taal in die Grondslagfase, ouers wat tuisonderrig doen en dosente en tersiêre studente in die Grondslagfase.

Inhoud:

- Onderskeie benaderings tot die onderrig van geletterdheid
- Onderrig van luister, praat, lees en kyk, skryf, dink en redeneer
- Taalstruktuur en -gebruik
- Handskrif: drukskrif en lopende skrif
- Klaskamer-aktiwiteite en idees vir assessering
- Benaderings en idees tot die vertel van stories
- Vrae aan die einde van elke hoofstuk vir selfstudie

*Graad 1 handskriptype voorsien
LITERACY IN THE FOUNDATION PHASE

Third edition
I. Joubert (Editor)
364 pages; 2019
ISBN: 978 0 627 03639 2 – R575.00
eISBN: 978 0 627 03640 8 – R517.50

An in-depth discussion of the teaching of English as home language in grades 1, 2 and 3, as described by the Curriculum and Assessment Policy Statement (CAPS) of 2011. Focuses on the practical side, with a strong research foundation that will enhance knowledge of literacy and how to teach it. Includes assessment of each language skill and a wealth of examples. Aimed at educators in search of basic and new ideas for the teaching of English as home language or as first additional language in the Foundation Phase, parents doing home schooling, and lecturers and students of the Foundation Phase at tertiary level.

Contents include the following:
- Diverse approaches to teaching literacy
- Teaching of listening, speaking, reading and viewing, writing, thinking and reasoning
- Language structure and use
- Handwriting: print and cursive
- Classroom activities and ideas for assessment
- Storytelling methods and ideas
- End-of-chapter questions for self-study

*Grade 1 font supplied
 MANAGEMENT IN EARLY CHILDHOOD EDUCATION – A SOUTH AFRICAN PERSPECTIVE

Third edition
C. Meier & P. Marais (Editors)
386 pages; 2018
ISBN: 978 0 627 03532 6 – R575.00
eISBN: 978 0 627 03533 3 – R517.50

A comprehensive overview of the management of Early Childhood Education (ECE) centres for children from birth to nine years old, focusing especially on the South African context. Includes internet resources, and templates such as inventories, financial planning, parents’ newsletters and agendas of staff meetings. Offers practical applications for the many theoretical frameworks in South African schools. Aimed at student teachers, educators, administrators and child caregivers.

Contents include the following:
• The managerial functions and responsibilities of the manager/school principal
• Programmes and institutions for Early Childhood Education
• Early Childhood Education and the law
• Managing staff and learners
• Managing differences
• Managing parent partnerships
• Management committees
• Managing the learning environment (health, safety and equipment)
• Managing finances and administration
• Establishing an Early Childhood Education centre
RESOURCES DEVELOPMENT – A PRACTICAL GUIDE FOR TEACHERS

C. Meier (Editor)
204 pages; 2020
ISBN: 978 0 627 03722 1 – R335.00
eISBN: 978 0 627 03723 8 – R301.50

A practical guide to finding, creating and storing teaching and learning resources that enhance classroom activities. Assists in selecting and making culturally and developmentally appropriate indoor and outdoor resources. Aimed at teachers in schools and preschools as well as parents that need to assist their children with school projects.

Contents include the following:
- Theories to consider
- Skills and techniques for making resources
- The use of materials
- Safety guidelines
- Protecting, storing and caring for resources
- Resource development for mathematics
- Resource development for language teaching
- Resource development for life skills teaching
- Technology as a resource in teaching and learning
RETHINKING LEARNING THROUGH PLAY

J. van Heerden & A. Veldsman (Editors)
336 pages; 2021
ISBN: 978 0 627 03823 5 – R545.00
eISBN: 978 0 627 03824 2 – R490.50

A look at the role of play in young children in the early years and how it encourages optimal learning. Examines various theories and approaches to play, and explores a range of strategies and techniques to integrate play successfully in the learning environment and daily programme. Aimed at pre-service teachers as well as those who are already working in the field and who value the development and optimal learning of young children.

Contents include the following:

- Facilitating development and learning through sensory play
- Inquiry-based learning through play
- Learning about “myself” and “others” as citizens through play
- Preparing children for life through play
- Creating learning environments that promote play
- Play and indigenous knowledge
- Movement and playful learning
- Re-imagining music experiences in early childhood
- Using art to learn through play
- Using toy libraries to enhance play-based learning
TEACHING FOUNDATION PHASE MATHEMATICS – A GUIDE FOR SOUTH AFRICAN STUDENTS AND TEACHERS

Second edition
M. Naudé & C. Meier (Editors)
392 pages; 2019
ISBN 978 0 627 03671 2 – R545.00
eISBN: 978 0 627 03672 9 – R490.50

Crucial insights into the basic principles of mathematics that are applied both globally and locally, with an in-depth discussion of the concepts and theories that underlie the teaching of this subject to learners at a young age. Revolves around the physical, social and conceptual knowledge that learners need to acquire and build on in order to comprehend fully and develop their skills. Takes into account the CAPS documents. Aimed at beginner teachers and students.

Contents include the following:
- Basic principles of acquiring mathematical skills and knowledge
- Diversity
- Teaching and learning mathematics in Grade R
- Development of number concepts
- Patterns, functions and algebra
- Teaching and learning about space and shape
- Teaching and learning about measurement
- Handling data
- Assessing mathematics in the child-centred classroom
WISKUNDE-ONDERRIG IN DIE GRONDSLAGFASE – ’N GIDS VIR SUID-AFRIKAANSE STUDENTE EN ONDERWYSERS

Tweede uitgawe
M. Naudé & C. Meier (Redakteurs)
416 bladsye; 2020
ISBN: 978 0 627 03774 0 – R545.00
eISBN: 978 0 627 03788 7 – R490.50

’n Essensiële gids tot die basiese wiskunde beginsels wat internasionaal sowel as nasionale toegepas word, met ’n indiepte-bespreking van die onderliggende konsepte en teorieë aangaande wiskunde-onderrig aan jong leerders. Die KABV-dokumente wat deur die Departement van Basiese Onderwys in 2012 uitgereik is, word deeglik beskou en die fokus val veral op die fisiese, sosiale en konseptuele kennis wat leerders moet verwerf om hul vaardighede te ontwikkel. Gerig op beginner-onderwysers en studente.

Inhoud:
- Basiese beginsels oor die verwerwing van wiskundige vaardighede en kennis
- Diversiteit in die wiskunde-klaskamer
- Onderrig en leer van wiskunde in Graad R
- Ontwikkeling van getalbegrip
- Patrone, funksies en algebra in die Grondslagfase
- Onderrig en leer van ruimte en vorm
- Onderrig en leer van meting
- Datahantering in die Grondslagfase
- Wiskunde-assessering
TEACHING IN THE FOUNDATION PHASE – CONTEMPORARY STRATEGIES, CURRICULUM DEVELOPMENT AND ASSESSMENT

C. Meier & N. Ndou (Editors)
341 pages; 2020
ISBN: 978 0 627 03764 1 – R470.00
eISBN: 978 0 627 03765 8 – R423.00

A comprehensive text that introduces everything the Foundation Phase teacher needs: innovative teaching and learning strategies, balanced curriculum development, effective assessment and general classroom management. Aimed at BEd (Foundation Phase) and PGCE (Foundation Phase) students as well as teachers already in practice.

Contents include the following:
- Characteristics, roles and competencies of an effective Foundation Phase teacher
- The role of reflection in teaching
- Professionalisation of teachers
- Africanising the curriculum
- Lesson planning
- Including technology for effective teaching
- Teaching for diversity
- Handling discipline
- Involving parents and volunteers
- Male teachers in the Foundation Phase
TEACHING LIFE SKILLS IN THE FOUNDATION PHASE

Second edition
M. Naudé & C. Meier (Editors)
520 pages; 2020
ISBN: 978 0 627 03724 5 – R545.00
eISBN: 978 0 627 03725 2 – R490.50

An exploration of the ways in which teachers can structure their inclusive classroom practices in order to support learners’ holistic development, both as citizens of South Africa and participants in a global community. Based on sound pedagogical principles and structured according to the CAPS Foundation Phase curriculum. Aimed at teachers, school managers and parents.

Contents include the following:
• Beginning knowledge (the teaching of natural sciences, technology and social sciences)
• Creative arts education (the teaching of visual and performing arts)
• Physical education (movement)
• Personal and social wellbeing (addressing social issues such as sexuality education, health education, violence and abuse)
An examination of the complex yet clearly defined phases in child development and how best to encourage and assist children through the formative first nine years of their lives. Emphasises how the context of each child is of crucial importance and that stimulation is essential in enabling the child to reach his or her full potential. Aimed at researchers and subject specialists interested in early childhood.

Contents include the following:

- Influence of heredity and the environment
- Progress of language and speech development
- Acquisition of self-identity
- Value and implementation of discipline
- Children’s play and the formation of social relationships
- Family and its influence
- Effect of mass media and urban living
- Deprivation, neglect and sexual molestation
- Influence of poverty
EDUCATION MANAGEMENT
ASPECTS OF EDUCATION LAW

Fifth edition
I.J. Oosthuizen & M.H. Smit (Editors)
458 pages; 2020
ISBN: 978 0 627 03766 5 – R595.00
eISBN: 978 0 627 03767 2 – R535.50

A comprehensive description and analysis of the laws that currently inform, prescribe and influence the activities of educators and education managers. Places emphasis on the legal aspects that pertain to learner misconduct in South African schools, with extended chapters on human rights and school governance. Aimed at educators, lawyers, members of governing boards and parents, and all of those who are interested in ensuring high-quality schooling in South Africa.

Contents include the following:
• The South African constitution, legislation and the common law
• Status of the learner
• Learner discipline
• The educator as a caring supervisor
• Education as a profession
• Employment of educators
• School governance
• Legal requirements for valid meetings
• Postschool education and training
• Foundations of research in education law
CREATING SAFE AND EFFECTIVE CLASSROOMS

R. Joubert (Editor)
187 pages; 2013
ISBN: 978 0 627 03099 4 – R415.00
eISBN: 978 0 627 03168 7 – R373.50

A review of contemporary “best practice” related to various aspects of school safety and discipline. Considers the significance and the application of human rights in the field of education; school safety, discipline and bullying; and the creation of a classroom environment conducive to a culture of teaching and learning.

Contents include the following:
• The relationship between rights and obligations
• Duty of care
• Dealing with violence, bullying and victimisation
• Basic legal principles pertaining to disciplining learners
• Examples of positive disciplinary actions
• Classroom values, principles and rules
• Guidelines for good classroom communication and for establishing harmonious relationships
AN EDUCATOR’S GUIDE TO EFFECTIVE CLASSROOM MANAGEMENT

Third edition
S.A. Coetzee & E.J. van Niekerk (Editors)
333 pages; 2019
ISBN: 978 0 627 03653 8 – R520.00
eISBN: 978 0 627 03654 5 – R468.00

A clear and concise discussion of classroom management within a present day South African context. Gives educators an opportunity to question and enhance their approach to teaching and to reduce the bureaucracy of their classrooms. Student centred and interactive, includes practical activities and mind maps for clarity as well as opportunities for self-assessment. Aimed at pre-service education students as well as already practising educators who wish to improve their classroom practice.

Contents include the following:

- The millennial generation
- Self-management for the educator
- Classroom management tasks
- Planning and leadership in the classroom
- Managing classrooms legally
AN EDUCATOR’S GUIDE TO SCHOOL MANAGEMENT-LEADERSHIP SKILLS
Second edition
I. van Deventer (Editor)
526 pages; 2016
ISBN: 978 0 627 03373 5 – R595.00
eISBN: 978 0 627 03374 2 – R535.50

A holistic and integrated approach to school management set against the backdrop of international successes such as Finland’s road to education transformation. Focuses on bringing education manager-leaders practical and school-based directives so that they can deliver quality education to their learners. Aimed at students and practitioners in the field of education.

Contents include the following:
• Developing excellence in schools: management leadership discourses in education
• Management-leadership tasks in complex school environments
• Managing and leading human resources: staff, learners and community relationships
• Managing and leading financial, administrative and ICT matters in education
INLEIDING TOT DIE ONDERWYSREG

Hersiene derde uitgawe
I.J. Oosthuizen (Redakteur)
244 bladsye; 2019
ISBN: 978 0 627 03657 6 – R340.00
eISBN: 978 0 627 03658 3 – R306.00

’n Gids tot die arbeidswetgewing wat betrekking het op die onderwysomgewing, insluitend wetswyssings na aanleiding van veranderde omstandighede binne die onderwys en die implikasies daarvan. Gerig op onderwysers, skoolhoofde, skoolbeheerliggame en ander betrokke partye.

Inhoud:
• Die regsomgewing
• Die grondslae vir regstoepassing in die onderwysomgewing
• Die Grondwet as bron van die onderwysreg
• Wetgewing en gemenereg
• Die professionele onderwyser en die werkplek
• Die onderwyser as sorgsame toesighouer
• Leerderdisipline
• Skoolveiligheid
INTRODUCTION TO EDUCATION LAW

Revised third edition
I.J. Oosthuizen (Editor)
236 pages; 2019
ISBN: 978 0 627 03659 0 – R340.00
eISBN: 978 0 627 03660 6 – R306.00

A guide to labour law applicable to the education environment, including legislative changes that have resulted from altered circumstances in education and the implications of these. Aimed at teachers, principals, school governing bodies and other involved parties.

Contents include the following:
- The legal environment
- The underlying principles of the application of law in the education environment
- The Constitution as source of education law
- International law, legislation and common law as sources of education law
- The professional teacher in the workplace
- The teacher’s duty of care
- Learner discipline
- School safety
A discussion of how the presence of people within a school gives it a unique character of communal-ity and creates certain relationships, requiring that mutual arrangements be made in terms of task distribution and the exercising of authority. Focuses on different perspectives of organisational theory in education. Aimed at postgraduate students in the fields of educational management, leadership and organisational theory in education.

Contents include the following:

- General characteristics of the school as an organisation
- Organisational culture, climate and health, and health-promoting schools
- Organisational development and the quality of working life in schools
- Organisational change and resistance to change
- Total quality management in educational organisations
- A framework for the management of diversity
- Management strategies for the caring role of the educational leader
- School 4.0 in the context of the Fourth Industrial Revolution
Problems that face teachers and educators today include the lack of a sound culture of teaching and learning in the classroom, the lack of student discipline and poor classroom management skills.

The revised edition of Classroom management presents a new and comprehensive approach to the ever-important subject of the teacher’s task in the classroom and deals with a number of new and relevant topics, particularly in view of the demands made on teachers in the new South Africa.

This updated edition meets the needs of and new criteria for teacher education in classroom management, as set out in the Cotep document. It provides insight into the different approaches to classroom management, the knowledge and skills needed to manage the various aspects of the teaching-learning situation, and certain critical issues that modern-day teachers must be able to deal with.

The text is interesting, interactive and user-friendly, which makes it more accessible to both teachers and students.

Every student in the field of teacher training and educational studies as well as every teacher already in service should own and use this book as a resource and a guide in their daily practice.
Education has been dramatically reformed worldwide over the last few decades. In this age of globalisation, student teachers, education students and scholars of the social sciences in general need to take careful note of these changes. *Comparative Education: education systems and contemporary issues* contains separate chapters in which a selection of the education systems of different countries – South Africa, Botswana, the United States, Australia and India, as well as the emerging education dispensation of the European Union - are discussed. Each of these chapters is written by a renowned specialist of comparative education residing and working in the particular country. The other chapters of the book deal with issues in education: values and ideologies in education, cultural diversity, gender issues, higher education, curricular reform and violence in schools. The book commences with an outline of the historical evolution of comparative education and its significance.
THE EFFECTIVE MANAGEMENT OF A SCHOOL – TOWARDS QUALITY OUTCOMES

R.J. Botha (Editor)
263 pages; 2013
ISBN: 978 0 627 03072 7 – R435.00
eISBN: 978 0 627 03164 9 – R391.50

How to manage a school’s human, physical and financial resources in an integrated manner towards the ultimate goal of effective teaching and successful learning. Takes a strategic view of the key aspects of school management while guiding school managers to discover their own unique identities. Aimed at new as well as experienced school leaders.

Contents include the following:
• Management, administration and leadership
• Organisational climate and culture of schools
• Sexual harassment and relationships within the school
• Understanding the nature of change and resistance to it
• Dealing constructively with conflict
• Managing stress
• Approaches to decentralisation
EFFECTIVE SCHOOL MARKETING

T. Bisschoff, P. du Plessis & E. Smith
132 pages; 2004
ISBN: 978 0 627 02575 4 – R415.00

This book is an essential resource for education students, practitioners and policy makers in the education, training and skills development arena. School managers will find it extremely useful as it not only ensures the immediate benefits of a school marketing approach to school management, such as successful fundraising, but also contributes to long-term, whole school development. The book is written in an accessible manner, and readers will be able to apply the contents in their own school situation.
EQUAL EDUCATIONAL OPPORTUNITIES – ISSUES AND CHALLENGES

C. Russo, J. Beckmann & J. Jansen (Editors)
289 pages; 2006
ISBN: 978 0 627 02625 6 – R614.00

PART A: REFLECTIONS, RECOLLECTIONS AND PERSPECTIVES
PART B: THEMATIC ISSUES

Section I: Equal educational opportunities defined: the constitutional framework
Section II: Education financing: funding
Section III: Education financing: privatisation
Section IV: Values
Section V: Discipline
Section VI: Language
The priority that is given to providing quality education through a system of public schools in South Africa is manifest in both government spending and the right to education as enshrined in the Constitution. Addresses the growing concern about the quality of the output of the South African education system and the insistence on accountability regarding the return on investment in education. Leads critical discussions on different dimensions to and perspectives on issues related to the funding of education. Focuses on the concurrent obligations of creating infrastructure and providing quality education to every learner in the public school system.

Introduces entrepreneurship as an answer to the imperative of Section 36 of the South African Schools Act.

Contents include the following:

- Latest developments in the field of financial management in public education
- Policies on the funding of public services
- Legal framework of the funding of public education
- Rights, obligations (duties), accountability and liability
- Practicalities involved in the management of funds and other assets
- Budgeting processes, management of the budget and the keeping of records
- Project management and strategic management skills
- The economics of education at micro, meso and macro levels
FUNDAMENTALS OF HUMAN RIGHTS AND DEMOCRACY IN EDUCATION – A SOUTH AFRICAN PERSPECTIVE

M. Smit (Editor)
305 pages; 2013
ISBN: 978 0 627 03098 7 – R570.00
eISBN: 978 0 627 03160 1 – R513.00

The role of the Bill of Rights, constitutional values and democracy as they relate to education, school leadership and classroom practice. Aimed at educators, education leaders and administrators, members of school governing bodies and students.

Contents include the following:

- History of democracy in education in South Africa
- Children’s rights: historical development
- Limitation of rights and the tension between liberalism and democracy
- Establishing a disciplined school environment
- Freedom of expression, religion, belief and opinion
- Language policy for schools: legislative and regulatory framework
- Availability, acceptability, adaptability and accessibility of education
- Procedural fairness and natural justice
GROWING HUMAN RIGHTS AND VALUES IN EDUCATION

J. Nieuwenhuis (Editor)
245 pages; 2007
ISBN: 978 0 627 02668 3 – R575.00
eISBN: 978 0 627 02865 6 – R517.50

An exploration of human issues in an attempt to understand values, morals and human rights. Aimed at helping students and teachers develop an understanding of this complex environment in which we must rediscover, redefine and reinvent values and human rights in order to build our fragile democracy in South Africa.

Contents include the following:
- Living human rights
- Understanding education policy from a values and human rights perspective
- Value-driven schools
- Legal frameworks and their impact on schools
- Accountability
- Managing values and human rights in schools
- Inclusive education
- Gender equality
- HIV and AIDS
- Safe schools
The dramatic changes in the South African educational landscape since 1994 have inevitably produced major challenges for school leaders and managers, not least in the area of personnel management. These days school principals and governing bodies find themselves in a position similar to that of a manager in a corporate environment. This book will help principals and school managers to better understand and deal with the main issues that confront them in human resource management.

This book offers invaluable insights and specific, practical advice on how to:

- restore equilibrium to a system continually rocked by the forces of change
- effectively manage the many HR functions in a school
- recruit, select and manage the best people for both state and non-subsidised school posts
- prevent conflict in a school from escalating, or manage it positively and creatively
- train evaluators of teacher performance in formative evaluation under the IQMS system
- handle industrial relations and dispute resolution in the school.

Principals, school management teams and governing bodies as well as students of school management will find this an invaluable guide to the complex task of human resource management in South African schools.
Education in South Africa currently poses enormous challenges to everyone involved, including the State, parents, learners, school governing bodies, principals and educators. To ensure the creation of an effective education system, a sound employment relationship between the State and educators as well as a thorough knowledge and understanding of the correct application and implementation of education labour law, are vital. *Labour relations in education: a South African perspective* focuses on those issues that influence the daily life of the education manager, members of the school governing body and the individual educator as employee.

*Labour relations in education* attempts to analyse, describe and clarify the most important legal principles regulating employment relations in the education sector. The Constitution, for example, includes a number of provisions that have a direct bearing on education in general and fair labour practice in particular. This new edition discusses recent court cases and amended legislative provisions, and expands on some issues that did not receive detailed attention in the first edition. It also includes a multilingual list of the most important terms and concepts as well as 250 clarifying footnotes in Afrikaans and Setswana.

*Labour relations in education* is aimed at the principal as education manager in public schools in South Africa, and students of the subject of education law. Deputy principals and heads of departments, and in fact any teacher or university lecturer who is interested in education law, will also benefit from it. Education department officials as well as members of school governing bodies will be able to use this book as a valuable source to ensure sound decisions in labour relations.
THE LAW OF EDUCATION IN SOUTH AFRICA

Third edition
296 pages; 2016
R. Joubert (Editor)
ISBN: 978 0 627 03379 7 – R515.00
eISBN: 978 0 627 03380 3) – R463.50

An analysis of a multitude of acts, regulations and case judgments with the purpose of providing a legal framework to guide the actions of education managers and school governors. Includes laws and legal precedents pertaining to education in general, labour relations and the protection of the safety and the best interests of children. Aimed at academics, postgraduate students, school principals, educators and parents.

Contents include the following:

• The structure of government
• The South African Constitution and the Bill of Rights
• School governance
• Code of conduct and discipline
• Forms of punishment and the legal limits
• Juridical requirements regarding learner safety
• Specific responsibilities of the educator with regard to learner safety
• Bullying from a legal perspective
A practical guide to discipline in schools

I.J. Oosthuizen (Editor)
114 pages; 2006
ISBN: 978 0 627 02803 8 – R320.00
eISBN: 978 0 627 02933 2 – R288.00

Over the past decade, the teaching environment in South Africa has changed drastically. One of the thorny issues facing the current education dispensation is that of learner discipline. Traditional views and disciplinary methods have had to give way for the Constitution’s Bill of Rights.

In light of this, the Faculty of Education Sciences at North-West University launched a research project on learner discipline and found that where before the emphasis was on reward and punishment, aspects such as co-ownership, mutual respect and co-responsibility are now key to the creation of a learning environment characterised by order and discipline.

A practical guide to discipline in schools introduces some of the information gained from this study in the form of a practical manual and explores creative ways to transform impending chaos in the classroom into opportunities. It discusses the formulation of an equitable, fair and reasonable code of conduct and outlines the correct procedure to be followed for disciplinary hearings.

A practical guide to discipline in schools is for educators and prospective educators, and aims to promote security in education practice through an orderly teaching–learning climate.
'n Navorsingsprojek oor leerderdiscipline is in 2002 deur die Fakulteit Opvoedingswetenskappe van die PUK-kampus (NWU) geloods. Inligting wat tydens die projek ingesamel is, word weergegee in die vorm van ’n praktiese handleiding aan opvoeders en voornemende opvoeders. Dit het ten doel om deur middel van ’n ordelike onderrig leerklimaat geborgenheid in die onderwyspraktyk te bevorder.

**Inhoud:**
- Voorkomende benadering: die opvoeder
- Voorkomende benadering: die leerder
- Voorkomende benadering: die skool
- Voorkomende benadering: die ouers
- Afwerende metodes
- Bylae A: Die korrekte prosedures by ’n dissiplinêre verhoor
- Bylae B: Kontrolelys vir ’n dissiplinêre verhoor
Project management in education and training provides the reader with the skills to successfully implement any education and training project, such as school fundraising, Curriculum 2005 and adult basic education and training programmes, and staff assessment. The book contributes to sustainable and long-term skills development through a holistic, lifelong approach to learning.

The book is written in a practical style so that readers can apply the principles of project management easily within their own education, training or skills development environment. It is an essential resource for education students, educators, policy makers and authorities in education, training and skills development arena.
The second edition of *The school as a learning organisation* develops the concept of a learning organisation in a South African schooling context. The term “learning organisation” is used to illuminate ways of organising teaching and learning practices that could transform South African schools into successful and effective institutions. The author discusses the five learning disciplines proposed by Senge (1990) against the background of her own successful practical experience as a school principal for ten years.

The book systematically applies each of Senge’s learning disciplines to show that schools can be effective if individuals and teams are prepared to learn from the experience and best practices of others. In the new paradigm for learning, the concepts of “learning” and “work” cannot be separated. Learning and work have become an integral part of ensuring high performance and competitiveness within schools, and wider society.

In this edition, legal documents pertaining to education with specific emphasis on teaching and learning (e.g., the *National Education Policy Act, 1996* and the *Gauteng School Education Act, 1995*) have been included, to indicate how the education field in South Africa is transforming, thus necessitating the need for continuous learning and development.
SCHOOL LEADERSHIP IN A CHANGING CONTEXT – A CASE FOR SCHOOL-BASED MANAGEMENT

R.J. Botha (Editor)
156 pages; 2011
ISBN: 978 0 627 02825 0 – R430.00
eISBN: 978 0 627 03003 1 – R387.00

Finding coherence between leadership dimensions, perspectives, approaches, practices and vision in a school-based management setting. Deals with strategic, learner and financial management, school governance and instructional leadership, as well as managing and bringing about change and improvement in a school. Aimed at senior undergraduate BEd students, BEd Hons students and ACE in leadership students.

Contents include the following:
• Educational leadership in a time of reform
• Decentralisation of school management
• A complex leadership model for school-based management
• Role of principals as instructional leaders
• Linking school leadership to educational outcomes
COMMUNICATION, CULTURE AND THE MULTILINGUAL CLASSROOM

Second edition
R. Evans (Editor)
182 pages; 2015
ISBN: 978 0 627 03306 3 – R380.00
eISBN: 978 0 627 03313 1 – R342.00

A useful and enriching guide that equips the prospective teacher with the necessary communication and classroom literacies to follow a policy of additive multi- or bilingualism that encourages learners to value their own language as well as that of others. Includes useful tips and information on learning and using new words and phrases from specifically Afrikaans, Northern Sotho, Tswana, Zulu and Xhosa. Aimed at both student teachers and qualified teachers.

Contents include the following:
• Theories and strategies underpinning spoken and written communication as required within an educational context
• Practical guidance on effectively using and caring for your voice
• A perspective on the diversity that enriches our South African classrooms
• A brief history of the linguistic heritage of our country
• The influence and understanding of social spaces and cultural practices in the learning environment
COMMUNITY ENGAGEMENT RESEARCH IN SOUTH AFRICA – Histories, Methods, Theories and Practice

E.S. van Eeden, I. Eloff & H. Dippenaar (Editors)
555 pages; 2022
ISBN: 978 0 627 03793 1 – R525.00
eISBN: 978 0 627 03794 8 – R472.50

A look at a transformative model for community engagement, in which societal involvement is the driving force behind all research activities of a university. Prepares students to be agents for positive social change in all spheres of life.

Contents include the following:

- Reflections on the process of ethical co-creation of knowledge with community partners
- International collaboration in community intervention programmes
- Inclusive community engagement studies
- On the researcher–researched relationship in educational psychological research with vulnerable populations
- Engagement with mining-affected communities
- Moving community engagement in South Africa from rhetoric to reality through engaged scholarship
- Towards a live project framework for community engagement in South Africa
- The Sustainable Development Goals and community-based collaboration and research
CREATIVE ARTS EDUCATION

R.M. Odendaal & T. de Jager (Editors)
302 pages; 2017
ISBN: 978 0 627 03391 9 – R435.00
eISBN: 978 0 627 03392 6 – R391.50

Guidelines on how to teach dance, drama, visual arts and music in a more animated, vibrant and practical manner so as to allow each child to reach his or her full potential, based on the curricula for grades 7–9. Provides examples and activities to enable creative arts teachers to put theory into practice. Includes a full chapter on inclusive education, learning barriers and how best to accommodate different learning styles and needs of a diverse class of learners. Each art form also includes a section on Africanisation. Aimed at all prospective and practising teachers.

Contents, for each of the four art forms, include the following:

- Theoretical background
- The curriculum
- Teaching and learning strategies and methods
- Assessment methods
- Lesson plans
- Class activities
CURRICULUM STUDIES IN CONTEXT

Fourth edition
C. Booyse, E. du Plessis & M. Maphalala
184 pages; 2020
ISBN: 978 0 627 03748 1 – R340.00
eISBN: 978 0 627 03749 8 – R306.00

Sound, detailed and practical direction, with reference to CAPS, to enhance teaching, learning and assessment. Narrows the gap between the curriculum plan, instructional design and teaching practice. Aimed at teachers in the General Education and Training (GET) and Further Education and Training (FET) phases.

Contents include the following:
- The theoretical framing of curriculum design
- Understanding the curriculum in context
- The role of ubuntu principles in curriculum design and innovation
- Considering policy documents during curriculum interpretation and implementation
- Practical guidance for curriculum innovation towards effective teaching, learning and assessment

Afrikaans edition in development
DIDACTICS – THE ART AND SCIENCE OF TEACHING
(PREVIOUSLY PUBLISHED AS GENERAL SUBJECT DIDACTICS)

Second edition
T. de Jager
183 pages; 2019
ISBN: 978 0 627 03655 2 – R355.00
eISBN: 978 0 627 03656 9 – R319.50

Practical guidance on how to teach effectively in the challenging South African education system, ultimately contributing to diverse and quality education. Aimed at all prospective and practising teachers who need to acquaint themselves with the basic competency requirements for effective and quality teaching in any South African classroom.

Contents include the following:

- Concepts of general subject didactics versus specific subject didactics
- Roles and characteristics of competent teachers
- Theoretical models of learning
- Development of curricula (application of both indigenous knowledge and Western science)
- Teaching methods and strategies
- Learning barriers and learner support (differentiated activities)
- Methods, techniques and tools of assessment
- Communication, media and technology in the classroom
ENVIRONMENTAL EDUCATION AND EDUCATION FOR SUSTAINABILITY – SOME SOUTH AFRICAN PERSPECTIVES

Second edition
C.P. Loubser (Editor)
245 pages; 2014
ISBN: 978 0 627 03016 1 – R460.00
eISBN: 978 0 627 03220 2 – R414.00

An introductory text to environmental education. Raises a variety of interesting issues related to the teaching of this subject, which involves concerns and risks such as loss of biodiversity, pollution, deforestation and urbanisation. No comparable book exists in South Africa. Aimed at tertiary students in education.

Contents include the following:

• History of environmental education, internationally and in South Africa
• How value assumptions and even religious convictions affect attitudes towards environmental issues
• The meaning of “education for sustainability”
• Curriculum development
• Environmental education in the non-formal sector
• Environmental education and training in industry
• An introduction to research in environmental education
NEW PUBLICATION

FUNDAMENTALS OF RESEARCH IN HUMANITIES, SOCIAL SCIENCES AND SCIENCE EDUCATION – A PRACTICAL STEP-BY-STEP APPROACH TO A SUCCESSFUL JOURNEY

E.O. Adu & C.I.O. Okeke (Editors)
284 pages; 2022
ISBN: 978 0 627 03883 9 – R420.00
eISBN: 978 0 627 03884 6 – R378.00

A step-by-step guide to the research endeavour, from the selection and formulation of a research problem, to the writing or reporting, to the publication of research results. Aimed at students and novice researchers.

Contents, among others, include the following:

- Identification and selection of a research topic
- Dynamics of a good research problem statement
- Designing the main and the sub-research questions
- The essence of the literature review
- Research designs: meaning, rationales and types
- The research study site
- Target population, samples and sample selection
- Data collection procedures
- Data analysis and interpretation procedures
- Ethical issues in humanities, social sciences and science education
- Presentation of research results
- Writing a good conclusion to a study
- Avoiding plagiarism and writing good references in research
HELP, I’M A STUDENT TEACHER! – SKILLS DEVELOPMENT FOR TEACHING PRACTICE

Third edition
E.R. du Toit, L.P. Louw & L. Jacobs (Editors)
270 pages; 2021
ISBN: 978 0 627 03807 5 – R425.00
eISBN: 978 0 627 03808 2 – R382.50

A guide to navigating curricula, relevant legislation, discipline and diversity in South African classrooms. Endeavours to enhance social and cognitive skills within an ethos of value-driven education. Includes activities for practical application. Aimed at student teachers as well as teachers in practice who want to refresh their knowledge and skills.

Contents include the following:

- Value-driven schools
- The student teacher and the teaching context
- Development of facilitation skills
- Development of the critical thinker
- Effective implementation of educational media
- Integrating information and communication technologies in teaching
- School administration management systems
- Classroom assessment
- Lesson planning
- Discipline in the classroom and beyond
- The student educator and the law

Afrikaans edition in development
A HISTORY OF SCHOOLING IN SOUTH AFRICA – METHOD AND CONTEXT

J.J. Booyse, C.S. le Roux, J. Seroto & C.C. Wolhuter
320 pages; 2011
ISBN: 978 0 627 02797 0 – R435.00
eISBN: 978 0 627 03454 1 – R391.50

An introduction to South African educational history and historiography which contextualises each period of time covered, describes the education policies that characterised that time, and examines the action, reaction and counteraction to these policies. Aimed at BEd and BEd Hons students and also a useful reference for master’s and doctoral students.

Contents include the following:

- Three paradigms in the historiography of South African education: Christian-nationalism, liberalism and liberation socialism
- Developments in history of education internationally
- Indigenous education in the pre-colonial era
- Colonist settlement, cultural sentiment and intergroup relations
INTRODUCING CHILDREN’S LITERATURE – A GUIDE TO THE SOUTH AFRICAN CLASSROOM

R. Evans, I. Joubert & C. Meier (Editors)
280 pages; 2017
ISBN: 978 0 627 03643 9 – R455.00
eISBN: 978 0 627 03644 6 – R409.50

A guide on how to use literature in the diverse classroom. Details how children can be encouraged to become enthusiastic readers. Aimed at student teachers and practising teachers.

Contents include the following:

- Developmental stages of a child
- History of South African literature, with reference to the oral tradition
- Role of the adult in establishing a reading culture
- Use of illustrations and technology to enhance other literacies
- Techniques of storytelling and selecting appropriate texts
- Influence of the hidden curriculum in terms of moral development, stereotyping, sanitising and representation
LEARN 2 TEACH – ENGLISH LANGUAGE TEACHING IN A MULTILINGUAL CONTEXT

Fifth edition
C. van der Walt & R. Evans (Editors)
383 pages; 2019
ISBN: 978 0 627 03661 3 – R570.00
eISBN: 978 0 627 03662 0 – R513.00

A focus on the theories, practices and principles of teaching and learning English as a first or additional language within the context of the multilingual South African classroom. Makes special reference to the communicative approach which promotes basic interpersonal oral–aural skills while integrating the expressive and receptive skills needed to develop cognitive academic language proficiency. Incorporates the CAPS documents as well as techniques, apps and social media platforms that can be exploited for English language teaching. Aimed at teachers working in any phase.

Contents include the following:
• Effective lesson design and delivery
• Criteria for successful grammar teaching
• Testing listening comprehension
• Place of literature in the syllabus
• Stages of the writing process
• Principles and practicalities related to effective assessment
LIFE ORIENTATION FOR SOUTH AFRICAN TEACHERS

(NEW EDITION IN PREPARATION)

Second edition
M. Nel (Editor)
491 pages; 2018
ISBN: 978 0 627 03575 3 – R565.00
eISBN: 978 0 627 03576 0 – R508.50

A comprehensive textbook on the subject of life orientation as stated in the curriculum policy documents. Provides educators with in-depth knowledge as well as teaching skills to deal with the wide variety of themes within the subject. Aimed at pre-service as well as postgraduate students in education.

Contents include the following:

• Human rights and values
• Cultural diversity
• Lay counselling
• Behavioural issues: aggression and violence
• Healthy living
• Life skills and resilience
• Relationships and sexuality education
• Child abuse
• Careers and study skills
• Pedagogical and assessment issues
MATHEMATICS FOR EDUCATORS

H. Niewoudt, S. Niewoudt & A. Roux (Editors)
275 pages; 2021
ISBN: 978 0 627 03498 5 – R440.00
eISBN: 978 0 627 03499 2 – R396.00

A comprehensive yet user-friendly guide to mathematics content with a South African focus, using problem solving as a theoretical framework. Brings together practical insight and mathematical knowledge and skills. Aimed at Foundation Phase and Intermediate Phase student teachers and all primary school teachers, including those not teaching mathematics as a subject.

Contents include the following:
- Mathematical thinking
- Whole numbers
- Fractions
- Universal number concepts
- Ratios, proportions and percentages
- Geometry and measurements
- Positive and negative numbers
- Algebra
- Handling data and probability
MANAGING THE MICRO-TEACHING PROCESS IN INITIAL TEACHER TRAINING – A PRACTICAL GUIDE FOR TEACHING PRACTICE PREPARATION

C.I.O. Okeke, E.O. Adu, C.S. Ugwuanyi & M. Mncanca (Editors)
208 pages (provisional); 2023
ISBN: 978 0 627 04049 8
eISBN: 978 0 627 04050 4

A practical guide to teacher training and practice preparation. Provides opportunities to acquire relevant teaching skills, for both face-to-face and online environments, by participating in simple, carefully planned teaching training tasks. Supports the teaching practice module of pre-service teaching programmes offered at tertiary institutions in South Africa and other African countries. Aimed at student teachers.

Contents include the following:

• Administration of micro-teaching process and content
• Skills of explanation in teaching and learning
• Skills of reinforcement
• Skills of chalkboard/whiteboard writing
• Microsoft PowerPoint presentation skills
• Skills of feedback and feedback management
• Planning and presenting lessons
• Teacher and learner activities in a micro-teaching class
• Skills of assessment in micro-teaching
• Simulated teaching in an open distance learning (ODL) environment
• A social media-based model of micro-teaching for ODL teacher education
NEW PUBLICATION

MEANINGFUL ASSESSMENT FOR 21ST CENTURY LEARNING

P.G. Warnich, C. Bosch & A. Golightly (Editors)
304 pages; 2022
ISBN: 978 0 627 03693 4 – R425.00
eISBN: 978 0 627 03694 1 – R382.50

An exploration of how education theory, methodologies and approaches influence assessment practices in the 21st century. Provides scholarly and scientific perspectives, covering topics such as blended learning, inclusive education, problem-based learning, cooperative learning, and early childhood and adult learning. Aimed at the broader educational community of scholars engaged in meaningful and effective educational assessment to promote 21st century skills.

Contents include the following:

- Assessment and the 21st century teaching and learning expectations
- The centrality of assessment to learning
- Assessment within the South African curriculum context
- Stakeholders involved in the planning of meaningful and sustainable assessment
- Meaningful, challenging and engaging assessment in practice
- Meaningful assessment for problem-based learning, cooperative learning and blended learning
- Assessment in an inclusive education environment
- Assessment in early childhood and adult learning
- Making meaning of and using assessment results
MULTICULTURAL EDUCATION – A MANUAL FOR THE SOUTH AFRICAN TEACHER

Second edition
E.M. Lemmer, C. Meier & J.N. van Wyk
208 pages; 2012
ISBN: 978 0 627 02950 9 – R345.00
eISBN: 978 0 627 03230 1 – R310.50

An introduction to teaching and managing learners of cultures, languages and backgrounds unfamiliar to the teacher. Discusses the implications of differences and similarities among South African learners, and provides effective, low-cost classroom strategies which teachers can implement in culturally diverse schools. Includes activities for critical reflection at the end of each chapter. Aimed at teachers, members of school management teams, school governing bodies and interested parents.

Contents include the following:
• Theories of multicultural education
• South African policy and legislation relevant to diversity issues
• Cross-cultural communication
• Teaching and learning styles
• Multicultural approaches to curriculum and learning material
• Positive discipline in the culturally diverse classroom
MULTIGRADE TEACHING – APPROACHES AND PERSPECTIVES FOR TEACHERS

S. Esterhuizen, J. Seleti & M.J. Taole (Editors)
180 pages; 2019
ISBN: 978 0 627 03695 8 – R305.00
eISBN: 978 0 627 03696 5 – R274.50

A guide to adapting the curriculum and teaching approaches to accommodate different learners and to meet the challenges of the multigrade classroom. Discusses theoretical and global underpinnings in a clear style and contains many examples and tips. Aimed at both student teachers and in-service teachers.

Contents include the following:

- Different types of mixed grades
- Use of information and communication technologies (ICT)
- An international overview of multigrade teaching
- Multigrade teaching and the curriculum
- Classroom management
- Teaching effectively in a multigrade environment
- Integration of early childhood education subjects
- Assessment and learning support
A pedagogical framework to weave multiliteracies into the fabric of the South African classroom. Takes the approach that knowledge is contextually situated, rapidly changing and diverse, which calls for new skills and flexibility, and the ability to work in teams. Sequences chapters according to the four pillars of the multiliteracies framework: overt instruction, situated practice, critical framing and transformed practice. Aimed at student teachers as well as in-service educators.

Contents include the following:

- The evolution of literacy to literacies
- Decolonisation and Africanisation
- Developing cultural literacy
- Multimodal literacy in practice
- Technological literacy
- Historical literacy
- Visual culture literacy
- Meaning-making in design
- Linking multiple intelligence and thinking preferences
PHILOSOPHY IN EDUCATION AND RESEARCH – AFRICAN PERSPECTIVES

M.M. Sefotho (Editor)
196 pages; 2018
ISBN: 978 0 627 03500 5 – R370.00
eISBN: 978 0 627 03501 2 – R333.00

An explanation of the relationship between philosophy and research with the objective of advancing critical thinking skills. Takes a practical, problem-solving approach to demystifying philosophy for education students at all levels of study. Sets out terminology and the origin of theories in the education curriculum within the context of South Africa’s history and societal change. Aimed at students and researchers across disciplines who want to understand the philosophical underpinnings of education and research.

Contents include the following:

- Paradigms, theoretical frameworks and conceptual frameworks in educational research
- An Afrocentric paradigm in education and research
- Comparative perspectives in philosophy of education in Africa
- Sociological imperatives for education and the theory of change
- Philosophy of disability: African perspectives
- Distance education and the use of information and communication technologies (ICTs)
- Quality assurance in distance education and ethical imperatives
- Supporting students’ transition through the academic journey
SCIENCE TEACHER LEARNING FOR THE 21ST CENTURY AND BEYOND

N. Petersen, U. Ramnarain, D. Kruger, A. Lubbe & L. Mavuru

352 pages (provisional); 2023

ISBN: 978 0 627 04011 5
eISBN: 978 0 627 04012 2

Comprehensive coverage of conceptual and pedagogical tools as well as advanced and contemporary approaches to learning and teaching in science. Focuses on the senior and further education and training (FET) phases of the school curriculum, and provides stimulating content for teaching natural science, physical science and life science. Aimed at pre-service and in-service science teachers.

Contents include the following:

- Teaching nature of science
- Linking theory to practice: perspectives on science teaching and learning
- Responsible talk in science
- Lesson planning and micro-teaching
- Science teacher pedagogical content knowledge (PCK)
- Assessment as, for and of science learning
- Learning progressions in science
- Talking, reading and writing in the science classroom
- Diversity and inclusion in the science classroom
- Advanced learning technologies in science teaching
- Improvising using low cost and accessible resources
- Science, technology, engineering and mathematics (STEM) integrated practices and infusing the arts in STEM: STEAM
- A cross-disciplinary approach to environmental education
- Teacher classroom action research
SOCIETAL ISSUES IN THE CURRICULUM

B. Geduld & D. Jagals (Editors)
184 pages; 2021
ISBN: 978 0 627 03813 6 – R240.00
eISBN: 978 0 627 03814 3 – R216.00

An exploration of problems and trends in the South African context that have the potential to influence the implementation, planning and design of the curriculum at micro-level, and how they emerge from everyday experiences. Aimed at student teachers as well as teachers in practice.

Contents include the following:

- Worldviews and holistic education
- Self-regulated learning skills to function in the 21st century
- Multicultural education
- Violence in schools
- Parental involvement to enhance academic performance
- School decline
- Interreligious dialogue to attain religious diversity within the classroom
- Gender issues
TEACHING AND LEARNING HISTORY AND GEOGRAPHY IN THE SOUTH AFRICAN CLASSROOM

E.S. van Eeden & P. Warnich (Editors)
520 pages; 2018
ISBN: 978 0 627 03502 9 – R650.00
eISBN: 978 0 627 03503 6 – R585.00

The first textbook to consider history and geography as interconnected disciplines in the South African education context. Guides readers through developments in the history and geography fields, new focus areas and some refreshed teaching and learning possibilities unlocked by technology. Aimed at educators and prospective educators in the social sciences, history and geography programmes.

Contents include the following:

- Teaching controversial issues in history
- Decolonising history in South Africa through local and regional histories
- Mapping and maps (including the use of Google maps, GIS and GPS in the geography classroom)
- Education for sustainable development
- Teaching and learning possibilities, styles and strategies
- Indigenous knowledge systems and Africanisation
- Fieldwork excursions
- Classroom-based performance assessment
A guide to preparing and coaching learners to reach their ultimate potential and fulfil their aspirations while they mature into responsible citizens. Consists of three parts according to the study areas of life skills: personal and social wellbeing, physical education and creative arts. Aimed at pre-service and current life skills teachers.

Contents include the following:

- Foundational knowledge and theoretical frameworks for the development of the self
- Social responsibility, social justice and democratic values
- Teaching strategies and classroom activities
- Health and environmental education
- Health and physical wellbeing
- Teaching drama, music, dance and visual arts
TEACHING PRACTICE IN AN AFRICAN CONTEXT

M.J. Taole (Editor)
127 pages; 2020
ISBN: 978 0627 03754 2 – R180.00
eISBN: 978 0 627 03755 9 – R162.00

An essential guide to teaching practice, providing the insight and skills needed to navigate South African classrooms. Informed by the principles of Africanisation and ubuntu, and written in a clear, conversational style. Encourages reflection on the various practical aspects of teaching, leading to better education practice and thus improving performance. Aimed at undergraduate education students as well as qualified teachers already in practice.

Contents include the following:

- Requirements for being a competent teacher
- Approaches to diversity in the classroom
- Team teaching
- Integration of information and communication technology
- Mentoring and coaching skills from an African perspective
- Assessment
TOWARDS THRIVING, NOT JUST SURVIVING – THE JOURNEY FROM PRE-SERVICE TO BEGINNER TEACHER

C. Botha, C. Wollhuter & D. Vos (Editors)
196 pages; 2020
ISBN: 978 0627 03770 2 – R295.00
eISBN: 978 0 627 03771 9 – R265.50

A comprehensive guide to becoming a capable and self-assured teacher who is adept at navigating different school contexts and who continues to grow. Assists in developing beginner teachers’ confidence and competence to know what to do and how to do it, so that they can realise an empowered, inspired, motivated and grounded personal and professional identity. Aimed at beginner and student teachers.

Contents include the following:

- Ethics
- Lifelong learning
- Mentorship
- Navigating job interviews
- Types of learners
- How to deal with parents, learners and colleagues
- Assertiveness
- Stress and burnout
- Caring for others and yourself
- Classroom management
- Diversity
- Administrative skills
- Time management
CLASSROOM LITERACIES – UNDERSTANDING YOUR MULTILINGUAL CLASSROOM

R. Evans, R. Gauton, R. Kaschula, D. Prinsloo, R. Ramagoshi & E. Taljard
202 pages; 2007
ISBN: 978 1 869 15640 4 – R375.00
eISBN: 978 0 627 02965 3 – R337.50

South African classrooms reflect our diverse cultures and rich languages. This is a practical tool to help teachers in service as well as teachers in training to understand the importance of South Africa’s linguistic heritage in our schools today. This guide will empower educators to reach out to learners and parents from different linguistic backgrounds and harness the power of diversity in their classrooms.
Community-driven projects: reflections on a success story tells the remarkable tale of an African community empowering itself with education and ICT. The Siyabuswa Educational Improvement and Development Trust (SEIDET), the product of a local initiative in South Africa’s Mpumalanga province, was initially conceived to remedy the shortcomings of science education at the local schools, but grew into a vibrant effort which continues to provide teenagers and adults with vital skills for participating in the modern economy.

While the first part of the book tells the story of the people, mostly volunteers, the second and third parts provide academic analyses of the reasons for SEIDET’s success, drawing and expanding on theories such as innovation theory, learning selection and activity theory. Clearly conceived and expressed, the different parts of this book bring out illuminating perspectives on the events.

This inspiring and informative book will be delightful reading for academics interested in the theories exemplified, and for governmental and non-governmental organisations concerned with the upliftment and empowerment of rural or hitherto disadvantaged communities. SEIDET was not a project through which well-meaning outsiders sought to achieve induced development; rather, it was the local community that felt the need for education and initiated and embraced ICT and other training. This is the secret of its success.

Contents include the following:

• The sociology of the Siyabuswa Educational Improvement and Development Trust (SEIDET)
• Explaining the developmental impact and success of SEIDET
• Academic research at SEIDET: lessons learnt and attempts to generalise
THE EDUCATOR AS ASSESSOR

Second edition
J.M. Dreyer (Editor)
146 pages; 2014
ISBN: 978 0 627 03115 1 – R360.00
eISBN: 978 0 627 03214 1 – R324.00

Information and guidelines to assessing whether learning is taking place, what learning took place, and what learning still needs to take place. Covers the Foundation Phase, the Intermediate and Senior phases, FET for schools and FET for Technical and Vocational Education and Training. Aimed at educators of grades R to 12.

Contents include the following:

• Assessment and the Curriculum and Assessment Policy Statement (CAPS)
• Assessment in the different school phases
• Assessment for Technical and Vocational Education and Training (TVET)
• Assessment versus evaluation
• Observation as an assessment tool
• Professional ethics and confidentiality
• Red flags to note in the Pre-school and Foundation phases
• Assessment and multiple intelligences
• Purpose and principles of assessment in FET for schools
• Recording and reporting learner performance
A look at the learning mediation role of educators teaching at Senior Phase and Further Education and Training (FET) levels in the South African context. Aims to help new and prospective educators to perform their teaching tasks effectively and enthusiastically while giving experienced educators innovative approaches that they can integrate, with their wealth of experience, in creative and new ways.

Contents include the following:

- Mediation of learning
- Using the language of learning and teaching (LoLT) appropriately
- Overcoming barriers to learning through mediation
- Role of the learning process, learning styles and learner differences
- Teaching strategies
- Use of media and everyday resources
- Creating a learning environment conducive to the effective mediation of learning
GEOGRAPHY TEACHING IN SOUTHERN AFRICA – AN INTRODUCTORY GUIDE

L. Hurry
192 pages; 1989
ISBN: 978 0 799 41189 8 – R455.00

This text presents a conceptual framework with case studies in dryland development and management. The option of a rational and ethical discourse for development that is beneficial for both the environment and society is emphasised, avoiding extreme environmentalism and human destructionism. This book has been compiled with the purpose of giving guidance to geography teachers in both primary and secondary schools. Since the book contains chapters on both the philosophical background to geography teaching and on the practical situation, it is hoped that it will be of use to both the student teacher and the serving teacher. The ideas contained in this guide should also be seen as starting points in geography teaching, and it is hoped that teachers will use them as a basis for developing ideas of their own. It is also hoped that the book will generate discussion among teachers on both the theory and the practice of geography teaching.
THE HUMAN SEARCH FOR MEANING – A MULTIRELIGION INTRODUCTION TO THE RELIGIONS OF HUMANKIND

Second edition
J.S. Krüger, G.J.A. Lubbe & H.C. Steyn
352 pages; 2009
ISBN: 978 0 627 02761 1 – R545.00
eISBN: 978 0 627 03224 0 – R490.50

An introduction to religion and multireligion education. Includes sacred traditions and scriptures, teachings, ethics, history, religion and society, and religious experience. Contains a new section that deals with religion studies at school, based on the National Policy on Religion and Education as well as the national curriculum for religion studies. Provides maps, time charts and activities. Written specifically for teachers, both pre-service and inservice.

Contents include the following:
• African religion
• Hinduism
• Buddhism
• Judaism
• Christianity
• Islam
• Contemporary religious movements
• Teaching religion: the National Policy on Religion and Education and its application
An examination of outcomes-based assessment (OBA) in all phases of education, highlighting the problems that educators experience. Presents a solid theoretical foundation on which teachers can base their teaching and assessment practice. Includes practical examples for planning and preparation, implementation and analysis, and the recording and reporting of assessment. Aimed at undergraduate and postgraduate education students and in-service educators.

Contents include the following:

- The principles of quality assessment
- Differentiating between measurement, evaluation and assessment
- Issues and challenges with respect to OBA
- Roles of the National Department of Education, the school and the teacher in planning
- Guidelines for the implementation of OBA in South African schools
- Alternative assessment strategies for learners with barriers to learning
- Recent research findings on OBA practices in South African schools
This book is targeted at higher education practitioners, particularly those without a sound background in education as field of study, who wish to develop their teaching and assessment practices. It is thus mainly written from a practical “how to” perspective. A wide range of topics related to education is covered from the present legislative framework, through various aspects of teaching and learning, to a consideration of assessment practices, curriculum design, web-based learning and the compilation of a teaching portfolio.
Transformation of education in South Africa has led to the introduction of outcomes-based education (OBE) and Curriculum 2005. This curriculum has to be implemented at different levels in order to reflect the transformation process. Educators and student educators today are faced with perhaps more challenges than ever before.

According to the Norms and Standards for educators, educators have to fulfil numerous roles, including being able to:

• act as mediator in new approaches to learning
• design and interpret learning programmes
• adapt learning programmes to address barriers to learning
• continuously assess, record and report on learners’ progress
• be aware of the content of all official documents and policies and all aspects of the curriculum in order to implement them
• undertake lifelong professional development.

*Teaching and learning in South African schools* offers sound, detailed and practical direction to help new and experienced educators and student educators move with ease within the framework of teaching and learning.

This book will enable them to:

• understand the management of teaching and learning in schools
• apply the relevant roles of the educator to teaching practice
• ensure staff development and partnerships with parents and communities.
TEACHING PRACTICE, PERSPECTIVES AND FRAMEWORKS

M.J. Taole (Editor)
224 pages; 2015
ISBN: 978 0 627 03118 2 – R380.00
eISBN: 978 0 627 03235 6 – R342.00

A comprehensive guide to teaching in South African classrooms in the 21st century. Offers sound and practical direction to help both new and experienced educators operate with ease within the framework of the Norms and Standards for Educators. Aimed at undergraduate education students.

Contents include the following:

- Theoretical frameworks
- Curriculum theory
- Professional knowledge in the 21st century
- Reflective teaching
- Integration of information and communication technologies
- Mentoring
- Assessment
- Multicultural education
This book is intended for technology education teachers, curriculum implementers, curriculum developers, designers, supporters and critics alike. Critiques are challenges, and challenges are stepping stones for growth. The authors have attempted, from a South African perspective, to cover many topics that are relevant to technology education as it unfolds in the General Education and Training (GET) band. In doing so, we have ensured that the focus is on teachers and how to improve their teaching. Teachers are encouraged to find and solve problems or to create problems that their learners should be able to solve. Care must be taken that these are actually worth solving. This book is primarily focused on teachers as curriculum implementers, who have to be able to make sense of the curriculum in order to impart it to the learners.
ADDRESSING BARRIERS TO LEARNING – A SOUTH AFRICAN PERSPECTIVE

Fourth edition
E. Landsberg, D. Krüger & E. Swart (Editors)
623 pages; 2019
ISBN: 978 0 627 03649 1 – R670.00
eISBN: 978 0 627 03650 7 – R603.00

A relevant and comprehensive source of knowledge to prepare educators to teach all the learners in their class groups to the best of their ability. Covers the complete continuum of barriers to learning as reflected in Education White Paper 6. Also includes a new section on discrimination and sociocultural injustice towards LGBTQI (lesbian, gay, bisexual, transgender, queer, questioning and intersex) learners. Aimed at both prospective and current educators and other support professionals, including psychologists and therapists.

Contents include the following:

- Legal and ethical considerations
- Identification and assessment of barriers to learning
- Early childhood development and intervention
- Challenges in spoken language, reading, writing and spelling
- Augmentative and alternative communication
- Mathematical literacy and numeracy
- Xenophobia
- Disability, including cerebral palsy, epilepsy and autism
- Health impairments and conditions in children
- Challenging behaviour in the classroom
- Giftedness
BELIEVE THAT ALL CAN ACHIEVE – INCREASING CLASSROOM PARTICIPATION IN LEARNERS WITH SPECIAL SUPPORT NEEDS

Third edition
J. Bornman
358 pages; 2021
ISBN: 978 0 627 03791 7 – R575.00
eISBN: 978 0 627 03792 4 – R517.50

A comprehensive look at inclusion as the foundation for education in an attempt to celebrate diversity in the classroom, capitalise on the strengths each learner brings to the learning–teaching dyad, and welcome every family member as part of the broader classroom community. Embraces the core values of the South African Constitution – freedom, dignity and equality. Aimed at students and teachers in the field of inclusive education.

Contents include the following:
- Changing paradigms
- Participation
- Assessment approaches in the school setting
- Teaching practices
- Differentiated teaching
- Early childhood development (ECD)
- Understanding learners with challenging behaviour
- Understanding learners with intellectual, learning, physical and sensory disabilities
- Understanding learners with autism spectrum disorder and chronic medical conditions
- Integrating disability and support
NEW EDITION

GUIDELINES FOR ASSESSMENT ACCOMMODATIONS
(PREVIOUSLY PUBLISHED AS GUIDELINES FOR ASSESSMENT ADAPTATION)

Second edition
J. Fourie (Editor)
132 pages; 2022
ISBN: 978 0 627 03934 8 – R280.00
eISBN: 978 0 627 03935 5 – R252.00

A focus on assessment adaptations and methods of assessment accommodation for learners who experience reading and writing challenges that prevent them from giving a true reflection of their acquired knowledge and skills in classroom tests and examinations. Provides a general and useful framework for assessment practices in an inclusive environment. Aimed at all educators facing the challenge of assessing learners with disabilities and learning difficulties fairly and consistently.

Contents include the following:
• Principles of assessment
• Specific learning difficulties
• Curriculum adaptation
• Identifying barriers to assessment
• Description of assessment accommodations
• Administrative procedures for assessment accommodations
• Collaborating with the school-based support team
HOW TO SUPPORT ENGLISH SECOND LANGUAGE LEARNERS – FOUNDATION AND INTERMEDIATE PHASE

(MNEW EDITION IN PREPARATION)

M. Nel (Editor)
132 pages; 2015
ISBN: 978 0 627 03295 0 – R280.00
eISBN: 978 0 627 03319 3 – R252.00

Practical support strategies for English Second Language (ESL) learners in the Foundation and Intermediate phases who experience barriers to learning with regard to reading, writing, listening and speaking. Provides a background to the language-ineducation scenario in South African as well as related theoretical issues on learning in a second language. Aimed at both student teachers and teachers already practising in South African schools today.

Contents include the following:

• How language, and specifically how a second language, is acquired
• Factors influencing the learning of a second language in the school-aged child
• Creating a relevant context for language learning
• Support strategies to improve English language proficiency
• Literacy assessments as part of a comprehensive school assessment system
FORTHCOMING

INCLUSION, LEARNER SUPPORT AND ASSISTIVE TECHNOLOGY – AN AFRICAN APPROACH TO HELPING LEARNERS LEARN

R.G. Ledwaba & M. Mophosho (Editors)
290 pages; 2022
ISBN: 978 0 627 03811 2
eISBN: 978 0 627 03812 9

A rights-based approach to education that seeks to achieve educational equality, social justice and learning success or achievements to all learners in early childhood education settings, including special, full-service and mainstream schools. Aimed at postgraduate education students in inclusive education.

Contents include the following:

- Understanding diversity of learner populations in schools
- International and national policies that mandate inclusive education
- The models underpinning inclusive education
- Implementation of inclusive education in South Africa
- Inclusive education in early childhood development
- Support and assistive technology for learners with hearing and speech impairments
- Supporting students with visual impairments
- Assistive technology for learners with physical and learning disabilities
NEW EDITION

LEARNER SUPPORT IN A DIVERSE CLASSROOM – A GUIDE FOR FOUNDATION, INTERMEDIATE AND SENIOR PHASE TEACHERS OF LANGUAGE AND MATHEMATICS

Third edition
M. Nel, N. Nel & M.J. Malindi (Editors)
464 pages; 2022
ISBN: 978 0 627 03932 4 – R565.00
eISBN: 978 0 627 03933 1 – R508.50

A manual offering creative insight and a solid foundation to any teacher wishing to bring out the best in learners, especially those who experience special challenges in today’s inclusive environment. Provides a good balance between theoretical knowledge and the hands-on provision of assessment and support. Aimed at all teachers and student teachers, and will also be of great use to parents.

Contents include the following:

- Learning in an inclusive education environment
- Assessment and learner support
- Understanding language in learning
- Learner support through differentiated teaching and learning
- Perceptual skills
- School readiness
- Enhancing resilience among learners experiencing academic anxiety
- Using information and communication technology (ICT) to support learners with reading difficulties in the Foundation Phase
- Language and literacy assessment and support
RESPONDING TO THE CHALLENGES OF INCLUSIVE EDUCATION IN SOUTHERN AFRICA

Second edition
P. Engelbrecht & L. Green (Editors)
271 pages; 2018
ISBN: 978 0 627 03526 5 – R530.00
eISBN: 978 0 627 03527 2 – R477.00

The successes and concerns associated with the introduction of inclusive education in southern Africa (Botswana, Lesotho, Namibia, South Africa and Zimbabwe) and the strategies that have been shown to increase the likelihood of success.

Contents include the following:
• Responding to the challenges of inclusive education: an introduction
• Changing public and professional discourse
• Understanding and working with change
• Understanding the curriculum as a challenge
• Training teachers to become inclusive professionals
• Thinking differently about education support
• Creating collaborative partnerships in inclusive schools
• Increasing parental recognition and involvement
STRENGTHENING INCLUSIVE EDUCATION FROM ECD TO POST-SCHOOL EDUCATION

M.O. Maguvhe, H.R. Maapola-Thobejane & M.K. Malahlela (Editors)
304 pages; 2021
ISBN: 978 0 627 03825 9 – R400.00
eISBN: 978 0 627 03826 6 – R360.00

An overview of the inequalities still prevalent in many countries and how to overcome them. Takes the view that diversity is not a problem but rather an opportunity to learn. Analyses, assesses and critiques many of the current issues surrounding inclusive education, and provides suggestions for better practice in order to mitigate them. Aimed at education students as well as researchers, policy makers, practitioners and families.

Contents include the following:
• The role of government
• Effective strategies to combat stereotypes, prejudices and harmful practices
• Widening participation and encouraging lifelong learning
• Fostering respect for the rights and dignity of people with disabilities
• Capabilities and contributions of people with disabilities
• Empowering students through the use of technology
• Teacher training
• The inclusion of indigenous knowledge
• Facilitating peer support and mentoring
FORTHCOMING

TEACHER DEVELOPMENT THROUGH LESSON STUDY – A GLOCALISED MODEL FOR PRE-SERVICE AND IN-SERVICE TEACHERS IN SOUTH AFRICA

D. Sekao
160 pages (provisional); 2023
ISBN: 978 0 627 03908 9
eISBN: 978 0 627 03909 6

A comprehensive guide to planning and implementing lesson study for professional development of teachers. Contextualises lesson study in the South African school, supporting teachers through practical examples to improve their lesson study practice. Aimed at pre-service and in-service teachers.

Contents include the following:

- Introducing the lesson study model for teacher professional development: origin, purpose and globalisation
- Identifying the goal of the research lesson: diagnostic assessment and analysis
- Collaborative research lesson planning
- Lesson presentation
- Lesson observation
- Reflection on and in action to improve practice
- Gains, constraints and misconceptions: key considerations for improved implementation
A TEACHER’S GUIDE TO THE SIAS DOCUMENT – LESS PAPERWORK, MORE TEACHING

L. Preston & W. van der Merwe
110 pages; 2021
ISBN: 978 0 627 03837 2 – R180.00
eISBN: 978 0 627 03838 9 – R162.00

An interactive and informative guide to using the South African policy document on screening, intervention, assessment and support (SIAS). Aimed at the emerging teacher, but also at more seasoned educators as it highlights alternative actions and resources that tend to be forgotten, overlooked or simply ignored.

Contents include the following:

• Screening, identification, assessment and support (SIAS) policy
• Stakeholder role, functions and responsibilities
• Policy on SIAS in addressing barriers to learning
• Shifting the focus of support: the range, nature and level of support
• Stages of the SIAS process
• Completing the SNA 1: support needs assessment
• Completing the SNA 2: assessment and intervention by the school-based support team
• Reporting child abuse and neglect in the South African school system
ADULT LEARNING: DESIGNING AND IMPLEMENTING LEARNING EVENTS
– A DIALOGIC APPROACH

Second edition
S. Gravett
83 pages; 2004
ISBN: 978 0 627 02586 0 – R355.00
eISBN: 978 0 627 03149 6 – R319.50

This edition of Adult learning offers practical guidelines, underpinned by sound scholarship, for the design and implementation of learning events for adult learners. Sarah Gravett illuminates this process, which she views as a learning-centred and dialogic endeavour, by drawing on perennial and cutting-edge theory and literature as well as on personal experience. She guides the reader in exploring the theory on adult learners and their needs, and the learning process and strategies that educators can use to guide and facilitate learning, culminating in a discussion of a specific strategy for designing and implementing dialogic learning events – the Seven Design Steps. She explains in practical terms how this strategy puts dialogic teaching into action, using learning tasks to structure dialogue with learners. This book is a valuable resource for adult educators, in a variety of settings, who are interested in challenging learners to take responsibility for their learning and to engage in meaningful learning – learning that lasts.
To date, academics, practitioners and students in South Africa interested in career psychology have had to rely largely on textbooks from the US and Europe. However, politics, economics and prevailing social conditions have had a major influence on the nature, form and direction of this field in South Africa, and while many of these are excellent references, they understandably focus on issues relevant to their own environment. "Career psychology in the South African context" examines historical and state-of-the-art career practices in career psychology, particularly in relation to conditions in this country.

"Career psychology in the South African context" provides descriptive and critical analyses of career theories and current thought on career development, referring to many published articles both in South Africa and abroad. It gives a South African perspective on the process of career choice, and considers which aspects of overseas practice can be applied locally and which aspects require further research. Additional chapters in this edition include life design, unemployment and the influence of poverty on career choice.

Contents include the following:
- The emergence of career psychology in South Africa: a socio-historical perspective
- An overview of career theory
- Vocational personalities in work environments: perspectives on Holland’s theory
- The career development theory of Donald Super
- Career development and systems theory
- Career counselling practice
- Career decision making and career indecision
- Career assessment
- Women and career development
- Indigenisation of career psychology in South Africa

"Career psychology in the South African context" is aimed at undergraduate and postgraduate students as well as career practitioners, psychologists, educationists and teacher counsellors.
This book focuses on how in-service teachers, pre-service teachers, parents, learners and specialists can contribute to the development of inclusive education and its implications for society, communities, schools and classrooms. The authors attempt to provide clarity on theoretical perspectives and to promote the integration of theory and practice by focusing on components of successful inclusion such as school classroom environments, assessment and learning support.
LIFE SKILLS AND ASSETS

L. Ebersöhn & I. Eloff
146 pages; 2006
ISBN: 978 0 627 02627 0 – R370.00
eISBN: 978 0 627 03581 4 – R333.00

A look at how life skills and assets dovetail with current discourses in psychology and education. Explores links with positive psychology, resiliency theory, inclusive education policies and practices, as well as indigenous knowledge systems. Illustrates the application of a life skills programme in group interventions with diverse participants. Includes case studies in practice and research.

Contents include the following:
- Linking life skills and the asset-based approach conceptually and contextually
- Introduction to the asset-based approach to intervention
- Understanding the asset-based approach
- Life skills facilitation
- Theoretical framework for life skills facilitation
- Asset-focused life skills facilitation programme
Obtaining and developing the ability to manage not only ourselves, but also our social, academic and work environments effectively is the key to personal success. Employers worldwide also require employees to be proficient in managing themselves within the workplace. *Life skills: my journey, my destiny* is an essential workbook for all of us wanting to reach our full potential, both personally and professionally.

*Life skills: my journey, my destiny* is also an excellent guide for facilitators of life skills modules or programmes. The practical and applied approach makes the book compatible with outcomes-based curricula at schools, colleges and higher education institutions. It has a systematic and user-friendly design to help students obtain and enhance critical skills.

*Life skills: my journey, my destiny* is directed primarily at learners preparing to enter the world of work, and learners who are forming new types of relationships, redefining themselves and beginning to establish their identities as adults and workers. The authors are experienced facilitators of life skills and related subject areas. They come from various academic environments and institutions in South Africa. The content of this book is therefore based on extensive practical experience within the higher education environment.
PARTNERING FOR RESILIENCE

R. Ferreira & L. Ebersöhn
149 pages; 2012
**ISBN: 978 0 627 02951 6 – R325.00**
eISBN: 978 0 627 03062 8 – R292.50

The documented experiences of school communities involved in a STAR (supportive teachers, assets and resilience) intervention study. Offers insights (spanning an eight-year time frame) from longitudinal, participatory research done in varied (primary and secondary; urban and rural) schools in three South African provinces. Aimed at undergraduate and postgraduate students in the fields of education, psychology and social science as well as practitioners and researchers within the social sciences.

**Contents include the following:**
- The effects of poverty on health and learning
- HIV and AIDS: a continuum of trial, test and triumph
- Understanding community, community engagement, and curricular and research community engagement (CRCE)
- Implementing STAR with Masizakheni: a case study
Many books have been written about child development on the one hand, and about special educational needs on the other. There have also been more recent publications that focus on inclusive education. These, however, have tended to do so from the perspective of those learners previously excluded.

The central tenet of inclusive education is that it is concerned with the education of all learners within one system capable of accommodating diversity. An inclusive school is a place where every learner belongs, is accepted, and has his or her educational needs met.

This implies that in our approach to inclusive education we need to take into account both what is known about children generally and, at the same time, what is known about children experiencing barriers to learning – particularly those learners with disabilities. Educators in mainstream classrooms can learn a great deal from the special education literature. On the other hand, a focus on barriers to learning should not cause us to overlook the many ways in which all children are similar.

This book attempts to represent the integration that we believe is necessary in the minds of educators and in classrooms. Part one provides an overview on new ways of thinking about learner development and education support in inclusive education. Part two presents general approaches to child and adolescent development. Part three discusses in detail specific disabilities, but is to be read in conjunction with part two and the framing assumptions of part one.

Clear, accessible and informative, and supported by illuminating case histories, these chapters offer valuable insights into both mainstream and special education teachers concerned about the current move towards inclusive education.
Compiled by the counsellors of the Cape Town Planned Parenthood Association of South Africa, this manual deals comprehensively and frankly with issues of teenage sexuality in an easy-to-use module format.
SCHOOLS AS THINKING COMMUNITIES

L. Green (Editor)
306 pages; 2014
ISBN: 978 0 627 03121 2 – R485.00
eISBN: 978 0 627 03169 4 – R436.50

How to nurture thinking across the curriculum in every classroom, thus encouraging students to understand, manage and take responsibility for their own thinking and learning processes, and to value the perspectives of others. Aimed at teachers at all levels, curriculum designers, education planners, teacher educators and interested parents.

Contents include the following:

• Steps in the process of developing a thinking school
• Challenges facing thinking schools
• Sixteen characteristics of intelligent people
• Introducing the Six Thinking Hats to students
• Thinking maps as a visual language for thinking
• Mediation of goal-seeking, goal-setting and goal-achieving behaviour
• Cooperative learning approaches and methods
• The teaching and learning of life skills
Current career counselling narratives still rely predominantly on the results of psychometric tests. Furthermore, the use of psychometric tests in diverse contexts is problematic because

- the results of the psychometric tests are often exaggerated and the career counsellor is regarded as the only expert whose recommendations are followed without questioning
- the degree of objectivity that psychometric tests lend to career counselling does not give the client sufficient opportunity to explore and develop the self.

We clearly need a shift away from the practice of modern counselling approaches, and narrative therapy is likely to be particularly appropriate, since it is part of the culture and way of life of the majority of our clients. For the first time ever, current approaches have been brought together in one publication. Eminent scholars, including Larry Cochran (Canada), Mark Savickas (US), Norm Amundson (Canada), Charles Chen (Canada), Wendy Patton (Australia), Mary MacMahon (Australia), Mark Watson (South Africa), Paul Hartung (US) and Mark Winslade (US) contributed to the publication. Personal narratives of some exceptionally eminent people, including Belle Wallace (UK), Robert Sternberg (US), Erika Landau (Israel), Eunice Alencar (Brazil), Dorothy Sisk (US), Joe Renzulli (US), Alexinia Baldwin (US) and June Maker (US) are also included. The publication is concluded by R. Bar-On and M. Elias (US), who delineate the connection between storied counselling and social and emotional learning.

This book

- presents an overview of international perspectives on the issues of narrative career counselling
- critically analyses germane questions, such as “How vital and feasible is it to build on life stories in career counselling?”
- facilitates an understanding and application of theories, goals, methods and assessments in narrative counselling
- focuses on narrative counselling as an emerging theory for facilitating success in life
- provides practical guidelines on the practice of narrative counselling in different contexts
- examines the theoretical underpinnings and practical applications of hermeneutic-narrative, postmodern and constructivist approaches to career counselling
- presents ideas on how to engage clients actively
- suggests ways of using life-story counselling to produce new identities for career practice.

This book is an invaluable resource for scholars, academics, researchers, psychologists, teachers and, indeed, clients.
The education system in South Africa is struggling to help learners to develop to their full potential, particularly those from poor and rural communities. Research has shown that a lack of communication skills has become a major challenge and a barrier to learning for many learners. The current situation in this country requires us to consider not only children who have specific communication impairments but also those battling to develop communication skills when their situation places them at a severe disadvantage. *Speech-language therapy in a school context* is a much-needed academic text for training students in speech-language therapy and audiology to work effectively in an educational environment.

*Speech-language therapy in a school context* promotes collaborative practices among professionals, including occupational therapists, physiotherapists, learning support therapists and teachers, while reinforcing the ethical principles and practices required by the Health Professions Council of South Africa. It provides theory and practical guidelines in line with the Revised National Curriculum Statement and is supported by interactive learning activities.

**Chapters include the following:**
- Speech-language therapy in a multicultural context
- Inclusive education in South Africa
- Communication as a critical resource for everyday living, learning and earning
- Institutional language policies: the South African Schools Act
- Multilingualism and primary language impairment
- Ensuring culture-fair assessment and intervention
- Integrated classroom-based speech-language services
- Augmentative and alternative communication (AAC) systems
- Educational psychology in South Africa

*Speech-language therapy in a school context* is aimed at students in speech-language therapy and audiology and is also a valuable foundational text for practising therapists.
Learners often need to improve their thinking skills – the ability to think creatively, critically, systematically and logically. As a result, they find studying difficult because they do not have effective study skills: they do not know how to get started, how to take control of their studies, how to study or how to choose study techniques.

Study power will help learners to

• master study skills through a variety of activities and the completion of 70 exercises
• manage their studies through an effective approach to problem solving and taking control of their lives and studies
• learn by translating their thinking skills into practical study skills

The learning material is written for outcomes-based learning objectives. It promotes meaningful, deep-level learning – not simply rote learning. The strategies and skills that are learnt cover critical cross-field criteria such as problem solving, managing one’s own life, study skills and effective learning.
The supervision of inexperienced counsellors and other helping professionals should be regarded as an integral, rather than a peripheral part of their initial and ongoing training. Furthermore, supervision can play an important role in the development and maintenance of professional competence, and in providing support for the experienced practitioner who wishes to provide the highest quality of care for clients.

Training of registered counsellors in South Africa presents unique challenges to supervisors. Supervisors and supervisees need supportive information to stay informed about policy changes, trends and research – from the community within South Africa and internationally – that influence the nature and productivity of the counsellor process.

This valuable book answers this need by focusing on the fundamentals of supervision and its effective utilisation. The chapters cover a variety of topics, from accessible theory on the role and functions of the supervisor and the development stages of the supervisee to eminently practical chapters on report writing and preventing counsellor burnout. Suggestions on the use of metaphor and story in counselling add depth, while the many sample case studies bring focus and immediacy to the text.

The various authors contribute diverse styles and perspectives. The authors are South African practitioners involved in the fields of education, counselling and clinical psychology in different contexts of work (universities, private practice and training). Many of them have been involved in training workshops for supervisors of psychologists and counsellors for continuous professional development since 2000.

Although primarily intended for use by registered counsellors in training institutions, this book will also be of great interest to social workers, institutions which train lay counsellors and those who support lifelong learning in the field.
Health Sciences
An introduction to the skills essential to understanding, educating and supporting patients and clients through painful and unpleasant health situations. Introduces six important perspectives in psychology which influence how people respond to their circumstances: behavioural, psychoanalytic, humanistic, neurobiological, cognitive and sociocultural. Includes key terms, interim summaries and critical thinking questions. Aimed at student nurses and caregivers as well as educators.

Contents include the following:
- The nature of psychology
- Biological foundations of psychology
- Personality
- Developmental psychology
- Memory and forgetting
- Motivation and emotion
- Learning
- Health, stress and coping
- Positive psychology
- Culture and health
- HIV and AIDS – a challenge to the caregiver
- On death and dying
An authoritative and up-to-date textbook dealing with current obstetric practice and focusing specifically on conditions and problems prevailing in South Africa. Covers a wide range of topics arranged into separate sections for medical and surgical conditions, and diagnostic procedures. Aimed primarily at medical students, but will also be of great value to medical practitioners in the field.

Contents include the following:

• Physiological adaptations to pregnancy
• Diagnosis and management of normal pregnancy and delivery
• Teratogenesis
• Red cell allo-immunisation
• Congenital abnormalities
• Pre-term labour
• Risks involved in poor progress in labour
• Abnormal fetal lie and presentation
• Viral infections
• Multiple pregnancies
CONTRACEPTION – A SOUTH AFRICAN PERSPECTIVE

G. Dreyer (Editor)
180 pages; 2012
ISBN: 978 0 627 02776 5 – R495.00
eISBN: 978 0 627 03034 5 – R445.50

A locally relevant textbook on fertility control and the prevention of pregnancy. Includes a chapter on natural and traditional contraception. Addresses the contraceptive needs of women with HIV infection. Aimed at a wide audience of medical and nursing students, medical practitioners and other health care workers and volunteers.

Contents include the following:
• Oral hormonal and injectable contraception
• Intrauterine contraception
• Natural and traditional contraception
• Male contraception and sterilisation
• Female sterilisation
• Termination of pregnancy
• Contraception for women with a medical disease
CONTRACEPTION – THEORY AND PRACTICE

Fourth edition
C.F.J. Grobler
196 pages; 2003
ISBN: 978 0 627 02502 0 – R485.00
eISBN: 978 0 627 03152 6 – R436.50

A discussion of developments in contraception and family planning. Contains a feature on natural contraceptive methods which should be regarded as a welcome partner to established scientific methods. Essentially targeted at the health professions, including doctors, students and nurses – especially those in family planning clinics.

Contents include the following:
• Reproductive physiology
• Comparison of contraceptive methods
• Conventional contraceptive methods
• Natural contraception
• Sterilisation
• Abortion
• Side-effects in perspective
• Contraception in specific circumstances
• Health benefits of reproductive care
• Legal aspects of contraception
NEW PUBLICATION

ESSENTIAL GYNAECOLOGY

Z. Abdool & L. Snyman (Editors)
312 pages; 2022
ISBN: 978 0 627 03906 5 – R525.00
eISBN: 978 0 627 03907 2 – R472.50

An in-depth presentation of core knowledge aligned with clinical application for the treatment of relevant gynaecological conditions. Offers fundamental information for the MBChB programme in gynaecology and responds to a need for a defined focus area. Aimed at medical students, medical officers, associate clinicians, interns, medical practitioners and OB-GYN registrars.

Contents include the following:
- Gynaecological history and examination
- Contraception
- Abnormal uterine bleeding
- Gynaecological infections
- Benign and malignant gynaecological conditions
- Infertility
- Female urinary incontinence and pelvic organ prolapse
- Menopause
- Sexual violence against females
- Termination of pregnancy
THE EXAMINATION OF THE NEWBORN BABY

P.A. Henning
155 pages; 2002
ISBN: 978 0 627 02523 5 – R435.00

A comprehensive, clear and well-illustrated approach to the examination of a newborn infant. Provides both the range of normal findings as well as detailed descriptions of abnormalities within a logical, structured and systematic framework. Aimed at doctors, nurses, and medical and nursing students.

Contents include the following:

- The first examination
- Special categories of baby
- General principles
- Examination of the skull, face and neck
- Examination of the chest and respiratory system
- Examination of the abdomen
- Examination of the nappy area
- Examination of the limbs and back
- The neurological system
- Determining gestational age

*Also available in Afrikaans

DIE ONDERSOEK VAN DIE PASGEBORE BABA

P.A. Henning
176 pages; 1993
ISBN: 978 0 8687 4467 4 – R435.00
THE HAND BOOK – A PRACTICAL APPROACH TO COMMON HAND PROBLEMS

Third edition
U. Mennen & C. van Velze (Editors)
354 pages; 2008
ISBN: 978 0 627 02687 4 – R885.00
eISBN: 978 0 627 02910 3 – R796.50

A practical, concise and illustrative discussion of universal hand conditions. Extensively edited, rewritten and updated by an experienced hand surgeon and hand therapist. Aimed at medical students and practising health professionals.

Contents include the following:
• Structural anatomy
• Clinical evaluation of the hand and arm
• Fractures and joint injuries
• Flexor and extensor tendon surgery
• Peripheral nerve injuries and pain
• Infections
• Skin and scarring
• Nerve compression syndromes
• Tumours and other tumour-like conditions
• Rheumatoid arthritis
• Osteoarthritis and other degenerative conditions
• Congenital deformities
• Wrist, shoulder and elbow
A useful guide for the day-to-day management of people with breast cancer. Covers the journey from diagnosis to post-treatment comprehensive care, explaining when and why different treatment modalities are used, what the complications of both the disease and treatments are, and how to manage both of these. Aimed at students and health personnel working in a general hospital.

Contents include the following:

- Clinical evaluation of the breast
- Developing algorithms and referral pathways
- Principles of treatment
- Surgery, systemic therapy and radiotherapy
- Metastatic breast cancer
- Familial breast cancer
- Ductal carcinoma in situ
- Palliative care
- Communication skills and managing psychosocial distress
- Lymphoedema
A coherent “big picture” of the evolving health system in South Africa, along with the ensuing changes and challenges. Attempts to contextualise these developments historically and globally, and to assess them critically. Reviews progress and achievements, but also contemporary constraints and deficiencies in health performance. Aimed at researchers and lecturers as well as senior and postgraduate students. Also a valuable reference work for practising health professionals, health planners, policy makers and managers.

Contents include the following:

- National health care systems: trends, changes and reforms
- The changing biophysical environment: impact on health and health conditions
- HIV, AIDS and tuberculosis: trends, challenges and responses
- Medical ethics and human rights
- Hospitals and hospital reform
- Health care expenditure
An in-depth look at the psychological and social issues of those suffering from chronic and degenerative diseases. Addresses the need for health care practitioners to be as skilled in working with and supporting people as in applying the assessment, therapy and/or treatment techniques for which they have been trained. Emphasises a multidisciplinary team approach. Aimed at students and practitioners in the health professions.

Contents include the following:
- Emotional reactions to a disabling condition or disorder
- Counselling, family-focused interventions, group work and community work
- Psychosocial issues in TB, HIV/AIDS, cardiovascular disease and stroke
- Psychosocial issues in chemical dependency
- Dying, death and bereavement
- The patient–practitioner relationship
- Multiculturalism, ethics and psychosocial issues in stuttering, cerebral palsy and autism
MANAGING FOR HEALTHY LABOUR RELATIONS – A PRACTICAL GUIDE FOR HEALTH SERVICES IN SOUTHERN AFRICA

Third edition
M.C. Bezuidenhout (Editor)
371 pages; 2017
ISBN: 978 0 627 03269 1 – R620.00
eISBN: 978 0 627 03316 2 – R558.00

A practical and up-to-date guide to dealing with personnel and creating a working environment that facilitates bilateral cooperation and avoids industrial action as far as possible. Sets out current legislation that affects both employers and employees, and informs both of their rights and obligations. Includes practical examples and specimen documentation. Aimed at undergraduate and postgraduate students in health-related disciplines.

Contents include the following:
• Professionalism and ethics
• The labour relationship
• The legislative framework
• Communication and employee participation
• Recruitment and selection
• Terms and conditions of employment
• Training and development
• Transfers and promotion
• Grievances and discipline
• Performance standards, appraisal and reviews
• Termination, retrenchment and redundancy
• Trade unions and employers’ organisations
A focus on the conceptual background and analytic skills necessary to assist with the resolution of ethical dilemmas encountered in the South African health care environment. Uses case studies to assist the health care team to identify and analyse ethical, moral and value concepts, and to apply these to scenarios that they may encounter on a daily basis. Aimed at health science, law and philosophy students as well as practising health care professionals.

Contents include the following:

- Ethics theories and the principlist approach in bioethics
- African philosophy and medical ethics
- Respect for patient autonomy
- Beneficence and non-maleficence
- Justice and human rights
- Governance and law in South Africa
- Professionalism
- Resolving ethical dilemmas
A systematic approach to explaining terminology of the health sciences, including medicine, dentistry, nursing, dietetics, occupational therapy, radiography, human movement sciences, speech-language pathology and audiology, and veterinary sciences. Focuses on terms and study texts with clinical relevance that are commonly used in health and veterinary sciences practice. Aimed at entry-level students.

Contents include the following:

- Vocabulary
- Systems of the body
- Veterinary science terminology
- Medical terms in context
- Eponyms, term parts (with both their English and Afrikaans meanings) and abbreviations (used in pharmaceutical prescriptions)
- Comprehensive list of medical terms
NURSE EDUCATORS’ GUIDE TO MANAGEMENT

Fourth edition
W. Kotzé (Editor)
396 pages; 2021
ISBN: 978 0 627 03835 8 – R615.00
eISBN: 978 0 627 03836 5 – R553.50

A comprehensive guide to the philosophical, professional, ethical, leadership and quality challenges that a nursing school has to face. Includes school excellence and its relationship to empowerment, not only in terms of students and educators but also through alliances and networking. Aimed at educators, managers of nursing schools and students preparing themselves for a career in nursing education.

Contents include the following:

- Philosophical considerations
- The professional environment and its challenges
- The health and health care environment
- The formal education and training environment
- The professional regulatory environment
- The nursing school environments
- Financial management
- The curriculum and its management
- The technological environment
- Monitoring quality in a nursing education institution
- Managing physical and financial resources
- Managing human resources
- Professional development and career advancement
NURSING SOCIOLOGY

Sixth edition
D. du Toit & E. le Roux
340 pages; 2019
ISBN: 978 0 627 03669 9 – R465.00
eISBN: 978 0 627 03670 5 – R418.50

An in-depth discussion of society and how individuals function within it, within the health sector and specifically within the current nursing scenario, in order to provide holistic patient care. Presents a multicultural perspective, reflecting on South Africa’s diversity and explaining complex sociological ideas in a way that is easy to follow. Aimed at nursing students.

Contents include the following:

• Transcultural nursing
• The self and socialisation
• Social interaction, structure and relationships
• Social stratification and mobility
• Social groups and group dynamics
• The family as cornerstone of society
• Institutions and organisations
• Social change and social movements
• Social problems and deviant behaviour
A comprehensive, up-to-date guide for primary health care specialists based on the South African Nursing Council and International Nursing Council competencies. Focuses on the aspects of assessment, diagnosis, treatment and care that are the most important in clinical practice, integrating multidisciplinary and multisectoral approaches where relevant.

Contents include the following:

- Assessment, physical examination and diagnosis of common conditions
- Management of key conditions according to the burden of disease
- Health promotion and behavioural change
- Professional, ethical and legal practice in primary care
- Management and leadership
- Health informatics and research
THE PRINCIPLES AND PRACTICE OF NURSING AND HEALTH CARE
– ETHOS AND PROFESSIONAL PRACTICE, MANAGEMENT, STAFF DEVELOPMENT AND RESEARCH

Second edition
K. Jooste (Editor)
436 pages; 2018
ISBN: 978 0 627 03277 6 – R705.00
eISBN: 978 0 627 03510 4 – R634.50

A practical reference and guide to the essential educational needs of nursing students and health care professionals within the context of the most recent guidelines set by the South African Nursing Council. Integrates a wide range of perspectives, giving students a sense of their multiple responsibilities, while at the same time demonstrating and reinforcing the values and ethics that must form the foundation of all their duties. Aimed at nursing students and health care professionals.

Contents include the following:
• Professional ethical practice
• Legal rights and responsibilities
• Professional regulation, competencies, responsibilities and accountability
• The management and planning processes
• Financial management
• Organisation and coordination of a health care unit
• Staffing and staff development
• Clinical leadership and supervision
• Control and safety measures
• Overview of the research process
A READER ON SELECTED SOCIAL PHENOMENA

(PREVIOUSLY PUBLISHED AS A READER ON SELECTED SOCIAL ISSUES)

Seventh edition
F.J. Bezuidenhout (Editor)
374 pages; 2022
ISBN: 978 0627 03819 8 – R525.00
eISBN: 978 0 627 03820 4 – R472.50

An in-depth discussion of the nature, prevalence, causes and consequences of 17 social phenomena. Places each phenomenon in a specific section (namely marriage and family; childhood and adolescence; health; destructive behaviours; human rights and justice; population and environment) to highlight and contextualise its nature and effect on the individual, family, community and society.

Contents include the following:
• Divorce
• Child maltreatment
• Juvenile offenders
• Substance and non-substance use
• Self-harming
• HIV and AIDS
• Sexual violence
• Trafficking
• Poverty and unemployment
SOUTH AFRICAN CLINICAL NURSE PRACTITIONER’S MANUAL

B. Mash, J. Blitz, D. Kitshoff & S. Naudé (Editors)
389 pages; 2010
ISBN: 978 0 627 02794 9 – R655.00
eISBN: 978 0 627 02957 8 – R589.50

A concise, up-to-date and comprehensive textbook of practical skills for clinical nurse practitioners. Deals with clinical examination and common procedures as well as key proficiencies in areas of communication, occupational health, research, teaching and health care administration. Focuses on the South African context, while drawing on international research and current global knowledge. Aimed at nursing students and health care professionals.

Contents include the following:
- How to do a general assessment
- How to examine a pregnant woman
- How to do a paediatric consultation
- How to develop a counselling style
- How to interpret laboratory results
- How to do HIV rapid testing and staging of HIV disease
- How to cope with stress and avoid burnout
- How to deal with a medical error
SOUTH AFRICAN FAMILY PRACTICE MANUAL
(NEW EDITION IN PREPARATION)

Third edition
B. Mash & J. Blitz (Editors)
644 pages; 2015
ISBN: 978 0 627 03123 6 – R915.00
eISBN: 978 0 627 03386 5 – R823.50

A manual of practical skills required in primary care and general practice as well as at district or rural hospitals. Deals extensively with clinical examinations, common procedures, communication, clinical training and teaching, management, research and community-oriented primary care. Aimed at medical officers, general practitioners, interns, medical students and associate clinicians as well as registrars in family medicine training programmes.

Contents include the following:

- Child health
- Adult health
- ENT, eyes and skin
- Mental health
- Women’s health
- Emergencies
- Orthopaedics
- Surgery
- Anaesthetics
- Consultation
- Community-oriented primary care
- Management and administration
- Leadership and governance
- Research
- Clinical training and teaching
A practical guide to fundamental statistics. Provides emerging researchers with a foundation for applying basic descriptive and inferential statistical techniques to real-life questions in the South African context. Aimed at senior undergraduate and postgraduate students in nursing, public health, family health, dietetics, occupational therapy, physiotherapy and radiography, and other allied health sciences.

Contents include the following:
- Sampling and estimation
- Grouping of data
- Measures of central tendency
- Measures of variation or dispersion
- The normal distribution curve and standard scores
- Visual presentation of data
- Elementary probability
- Hypothesis testing
- Bi-variate correlation
- Hypothesis testing with nominal-level data
- Hypothesis testing with ordinal-level data
- Hypothesis testing with interval-level data
- Reliability and validity
A comprehensive guide to practical midwifery care, with emphasis on both physical and psychological care of the pregnant woman and her family. Starts with an introduction to midwifery, including the history of this profession, then progresses from the anatomy and physiology involved in reproduction, to assessment and management of pregnancy, labour and the puerperium. Aimed at practising midwives, midwives in training and student nurses.

Contents include the following:

- Introduction to midwifery
- Anatomy and physiology
- Normal pregnancy
- Normal labour
- Normal puerperium
- High-risk pregnancy, labour and puerperium
- Operative obstetrics
- Obstetrical statistics
ANATOMIE VIR DIE MEDIES-VERWANTE STUDIERIGTINGS

Tweede uitgawe
J.H. Meiring (Redakteur)
327 bladsye; 1998
ISBN: 978 0 627 01965 4 – R660.00

Hierdie werk, getitel Anatomie vir medies-verwante studierigtings, is ’n hersiene uitgawe van Anato-
mie vir die medies-wetenskaplike student (ook beskikbaar in Engels).

Die boek bied ´n sistemiese benadering tot anatomie. Hierdie benadering, in teenstelling met die
regionale benadering wat deur mediese en tandheelkundige studente gebruik word, is veral gelig op
medies-verwante beroepsrigtings soos verpleegkunde, radiografie, arbeidsterapie en fisioterapie.

Die boek is in ´n maklik leesbare styl geskryf en daar is gepoog om aan elk van bogenoemde kursusse
se behoeftes te voldoen.
ANATOMY FOR THE MEDICAL SCIENTIFIC STUDENT

Second edition
327 pages; 1998
J.H. Meiring (Editor)
ISBN: 978 0 627 02686 7 – R660.00

This work offers a systematic approach to anatomy. As opposed to the regional approach used by medical and dental students, this work is aimed in particular at the medical-related professions, for example nursing, radiography, occupational therapy and physiotherapy. It was endeavoured to comply with the requirements of these courses. The authors are members of the Anatomy Department of the University of Pretoria’s Faculty of Medicine.
In the main, *Biotechnology and health: South Africa’s aspirations in health-related biotechnology* consists of papers delivered at a one-day conference held in April 2006, when leading international authorities on the subject of biotechnology gathered in Somerset West, South Africa. Relevant contributions from other sources are also included.

The authors reflect on the various interventions that are needed both by South Africa and the African continent as a whole if a key objective is to be achieved: the development of a sustainable, relevant and productive biotechnology industry.

 Appropriately, this book arrives as South Africa re-affirms its commitment to stimulating innovation in the field of biotechnology for the benefit of all. The collective wisdom it contains represents an intelligent appraisal of the progress made to date; it also gives necessary guidance if obstacles are to be overcome, and it suggests modifications to make developmental strategies more effective.

*Biotechnology and health* suggests that the South African biotechnology industry should get out of the back garden, where it is currently trapped, and join other international biotech players in the front garden so to speak.
Acute poisoning causes considerable morbidity and mortality. Despite this, it is an often neglected area of training and consequently a cause of much anxiety among medical personnel. Those seeking to acquire a working knowledge in this field are often faced with daunting tomes on toxicology or publications offering little by way of practical guidance and explanation.

This book guides readers through an essential understanding of the more common toxins, be they medications, household or industrial toxins, illicit drugs or venoms. Guidance on the management of toxicity concentrates on the emergency period and offers practical advice that supplements globally accepted life support principles.

Those purchasing this book may well want to complete the two-day, CPD-accredited ‘Emergency Management of Acute Poisoning (EMAP®) Course’ for which this text also serves as course manual.
Human anatomy presents a regional approach to anatomy and is aimed at the medical and dental student. The authors attempt to comply with the specific clinical needs of the medical and dental undergraduate student by concentrating on applicable clinical anatomy. The curriculum is presented on such a level that postgraduate students, who need to maintain a thorough overview in regions other than that of their specific speciality, will also benefit.
In this publication, description of the basic histology tissues is followed by a description of the histology of the different organs and systems in the human.

The subject contents are presented on a relevant clinical level and students in both medicine and dentistry as well as related health professions, such as nursing, occupational therapy and physiotherapy, will find it simple and meaningful.

The terminology used in the publication correlates with the writing style used as standard in English medical, dental and health care science’s schools.
MENTAL HEALTH CARE IN AFRICA – A PRACTICAL, EVIDENCE-BASED APPROACH

A. Pienaar
169 pages; 2013
ISBN: 978 0 627 02972 1 – R440.00
eISBN: 978 0 627 03166 3 – R396.00

An evidence-based practice and research book focusing equally on Western and African indigenous mental health care practices. Starts to exert the African epistemology and ways of practice, without undermining the contribution of Western health care. Aimed at mental health care practitioners and undergraduate students at universities and nursing colleges.

Contents include the following:

• Review of Western psychoeducation and findings in the African indigenous context
• Planning and conducting therapeutic groups
• Therapeutic interaction in HIV and AIDS care: an African approach
• Management of aggressive and violent mental health care users
• Sensory stimulation in mental health care users with dementia
• Medicinal management
• Substance rehabilitation and primary mental health care
Paediatric Surgery Workbook is the English, updated version of the original, very popular *Werkboek by Kinderchirurgie* by Prof. JHR BEcker, but now with contributions by a number of other specialists in the field.

The book serves to define what the general practitioner and, by implication, the undergraduate student, should know about paediatric surgery.

The format and style have been decided upon so that the student does not need to have separate lecture notes on file since the lecturer can use the workbook as the basic guideline on the topic and may then add to the contents or not, depending on his or her personal preference. The student, on the other hand, can use the book to make notes and to elaborate on the existing text. The idea is that the book can be ‘made one’s own’. Students should achieve the degree of familiarity that comes after having ‘digested’ the subject in conjunction with ‘hard copy’ and their own notes.

One characteristic of the book is that it contains all the essential facts that the student or general practitioner needs to know; there is very little in the text that is not essential. The lecturer should expand on the text with more examples and ‘nice to know’ information.

This book is in line with the current educational principles of outcomes-based teaching and learning. At the beginning of the course, the student should have a very clear idea about what needs to be studied, what level of knowledge should be acquired and at what level he or she will be assessed.

Finally, the book has been designed as a handy guide which can be consulted frequently and to which the user may add any extra information on the subject as it becomes available.
Compiled by the counsellors of the Cape Town Planned Parenthood Association of South Africa, this manual deals comprehensively and frankly with issues of teenage sexuality in an easy-to-use module format.
Human and Social Sciences

- Communication and media studies
- Languages
- Legal studies
- Psychology, Forensic and Social Sciences
COMMUNICATION AND MEDIA STUDIES
ADVANCED COMMUNICATION SKILLS – FOR ORGANISATIONAL SUCCESS

Second edition
M. Swart, M. Hairbottle, R. Scheün, L. Erasmus-Kritzinger & V. Mona
481 pages; 2019
ISBN: 978 0 627 03467 1 – R515.00
eISBN: 978 0 627 03949 2 – R463.50

Essential communication skills and competencies for all aspects of the world of work. Designed to foster workplace communication in order to benefit interpersonal relationships, which in turn leads to personal enrichment, greater job satisfaction and increased productivity. Fully covers the syllabus for Communication N5/N6 at technical and vocational education and training colleges. Aimed at managers, personal assistants, professional secretaries and all those studying towards certificates, diplomas or degrees.

Contents include the following:
• Media communication and advertising
• Presentations
• Multicultural communication
• Language usage in the workplace
• Meeting correspondence
• Letters and reports
• Critical proofreading and editing of auditory, visual and written materials
• Events
• Conflict and stress
COMMUNICATING @ WORK – BOOSTING YOUR SPOKEN, WRITTEN AND VISUAL IMPACT

Fourth edition
T. Grant & R. Borcherds
302 pages; 2020
ISBN: 978 0 627 03711 5 – R570.00
eISBN: 978 0 627 03712 2 – R513.00

An unpacking of the various and complex communication challenges in today’s multicultural and technological working environment. Written in a conversational, accessible style that uses a holistic, practice-based approach to cover a range of communication situations and formats, with a particular focus on new media. Aimed at students as well as professionals already in the workplace.

Contents include the following:
• Global perspectives: multilingual, multimodal and multicultural communications
• Interviewing: active listening, perception and questioning strategies
• Teamwork: conflict handling, decision making and leadership styles
• Reporting: investigation, feasibility, audit and project documents
• Persuading: proposals, business plans and corporate CVs
• Non-verbal modes and body language
• Graphics: visual and graphic communication
• Media: the internet, new media and reputation management
A comprehensive, up-to-date and relevant communication text which engages readers through both a theoretical and an applied lens. Blends technological awareness and ability with basic communication skills and practices. Provides numerous examples as well as video clips. Aimed at students and employees, including those at executive management level.

Contents include the following:

- Communication principles
- Interpersonal relationships
- Interviews
- Advertising
- Meeting procedures and correspondence
- Concise communication/short messages
- Language usage and editing of written materials
- Oral communication
A comprehensive, up-to-date and relevant communication text which engages readers through both a theoretical and an applied lens. Blends technological awareness and ability with basic communication skills and practices. Provides numerous examples as well as video clips. Aimed at students and employees, including those at executive management level.

Contents include the following:
- Communication principles
- Interpersonal relationships
- Interviews
- Advertising
- Meeting procedures and correspondence
- Concise communication/short messages
- Language usage and editing of written materials
- Oral communication
EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N5

M. Swart, M. Hairbottle & R. Scheün
448 pages; 2021
ISBN: 978 0 627 03799 3 – R320.00
eISBN: 978 0 627 03800 6 – R288.00

A focus on essential and core communication skills in the context of today’s ever-changing global multicultural and digital environments. Aimed at students, but can also be used by employees and those at executive management level.

Contents include the following:

- Social and mass media communication and advertising
- Presentation communication
- Multicultural communication
- Language usage in the workplace
- Writing letters in the workplace
- Meeting correspondence
- Reports
- Critical proofreading and editing
- Critical evaluation of auditive and oral communication
NEW PUBLICATION

EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N6

M. Swart, M. Hairbottle & R. Scheun
342 pages; 2022
ISBN: 978 0 627 03801 3 – R320.00
eISBN: 978 0 627 03802 0 – R288.00

A guide to developing a solid strategy toward keeping employees informed and engaged; avoiding communication silos and overload; building interpersonal relations, and encouraging a productive and conducive work environment. Aimed at students, employees and those at executive management level.

Contents include the following:
- Motivation
- Problem solving and decision making
- Coping with conflict and stress
- Interviews
- Language usage in the workplace
- Concise communication
- Letters of the workplace
- Meeting correspondence and reports
- Critical proofreading and editing of written and visual material

TVET APPROVED
ESSENTIAL BUSINESS COMMUNICATION – COMMUNICATING WITH A VISION

Third edition
D. Shober
221 pages; 2019
ISBN: 978 0 627 03635 4 – R420.00
eISBN: 978 0 627 03636 1 – R378.00

A comprehensive guide to the foremost areas of written and oral communication to ensure a profitable foray into the industry of work. Aimed at students as well as people already employed in the workplace.

Contents include the following:
• Spelling reminders
• Writing business letters, emails and reports
• Visual literacy and design
• Small-group dynamics
• Oral communication
• Public speaking
• Gender and culture: language awareness in the workplace
• Constructing a successful CV
INTRODUCTORY COMMUNICATION – THE ULTIMATE GUIDE TO EFFECTIVE COMMUNICATION SKILLS, STUDY SKILLS AND LIFE SKILLS

Second edition
L. Erasmus-Kritzinger, M. Swart, M. Hairbottle,
H. van der Merwe & M. Louw
320 pages; 2007
ISBN: 978 1 770 04815 7 – R445.00

Guidelines for effective study and learning success for both first and second language users. Covers all the important aspects of communication skills needed to study better, be confident and productive in a study environment, and improve qualifications. Includes case studies and practical applications. Aimed at students intending to further their studies, improve their qualifications or simply communicate more effectively.

Contents include the following:
• Staying motivated, having a good self-image and keeping a positive attitude
• Studying more effectively
• Listening skills
• Reading different text types
• Compiling basic business correspondence

Other titles in the series: Effective communication and Advanced communication skills
MAKING SENSE OF RESEARCH

K.G. Tomaselli (Editor)
480 pages; 2018
ISBN: 978 0 627 03601 9 – R585.00
eISBN: 978 0 627 03602 6 – R526.50

The unpacking of research as a technical and methodical process which starts with framing interesting questions and culminates in credible findings. Designed to take students beyond the messy experiential realm into what actually happens when getting registered, writing proposals, being examined and eventually crossing the stage to be capped. Aimed at all research students.

Contents include the following:

• Academic architecture and why history matters
• How to do it (research)
• Thematic techniques
• Ethnographic, reception, visual and textual methods
• Getting published
• Some words on deconstructing deconstruction
• Getting technically orientated
• Getting conceptually orientated
NEW MEDIA IN THE INFORMATION SOCIETY

Z. Lesame, B. Mbatha & S. Sindane (Editors)
229 pages; 2012
ISBN: 978 0 627 02997 4 – R580.00
eISBN: 978 0 627 03010 9 – R522.00

A guide through the world of new media from the earliest history to modern-day theories and applications. Large-scale issues such as e-government, cyber crime and internet policy are explored, although the focus remains on the impact of new media on the individual. Revision questions are provided for each chapter.

Contents include the following:
- Social networking
- Virtual worlds
- New media and journalism: offline and online newspapers and magazines
- Mobile telecommunications, promotion and distribution
- Globalisation and the public broadcaster
- Information and communication technology infrastructure in South Africa and the rest of Africa
- Internet addiction disorder
A discussion of the complexities of integrated communication (IC) processes, with proposed solutions to some of the more prominent obstacles faced during implementation. Provides a detailed analysis of IC and contextualises a number of communication challenges within an integrated communication environment. Aimed at both senior undergraduate and postgraduate students.

Contents include the following:

- Trends that necessitate new ways of communicating
- Barriers to implementation
- Advantages of integrated communication
- Brand integration and total image management
- Organisational culture
- Corporate reputation
- Leadership communication
BUSINESS COMMUNICATION IN PERSPECTIVE

S. Rudansky-Kloppers
264 pages; 2002
ISBN: 978 1 869 28011 6 – R535.00

A straightforward approach to the fundamentals of business communication. Includes a logical and easy-to-follow presentation of key learning areas, practical examples, and self-assessment questions at the end of each chapter. Provides a series of case studies that illustrate the main issues. For lecturers only.
Successful organisations are characterised by excellent strategic leadership communication. The key role in this process is played by *The Communicating Leader*. This book explores and substantiates the role of the communicating leader, and provides practical guidelines to all organisational leaders on how to unlock the secret to strategic alignment.
A guide to successful business communication in the South African context. Caters for the needs of students in business communication at universities, universities of technology and comprehensive institutions, and also for business professionals in large organisations, small business owners and entrepreneurs.

Contents include the following:

- Role of language
- Nature of communication in organisations
- Interpersonal communication skills
- Role of culture
- Body language
- Persuasion
- Negotiation
- Writing skills
- Writing reports
- Meetings and meeting procedures
- Formal presentations
- Visual aids
- Facing the media
The laws of movie-making explains the basic legal and business principles behind producing and distributing an independent feature film. This book discusses ways of conceptualising an economically viable idea for a film and procuring financial investment, warns of the pitfalls of production, and simplifies the intricacies of international distribution, while showing you how to limit your legal liabilities. It is intended not only for film students and future film producers, but also for lawyers and entrepreneurs who are eager to understand the mechanisms of the film industry.
This publication deals with all the basic elements and some of the major issues of mass communication as it pertains to the new South Africa.
The introduction of film study or analysis into the school curriculum along with the presentation of courses on the art of cinema at several universities and universities of technology has led to more and more students becoming cinema literate. *Movies made easy* is a guideline for students who want to discover or rediscover the joys of cinema, while focusing on important elements such as editing, subtext, directing and irony in a film. This is an update of *Seeing sense - on film analysis*, but provides greater balance between classic and contemporary films, and South African films and Hollywood blockbusters.

*Contents include the following:*

- The script
- Cinematography
- Visual design
- Sound
- Editing
- Setting
- Acting
- The importance of the director
- Writing a film analysis or paper
Documentary films have become an exciting and popular genre. Worldwide, the attractiveness and appeal of documentaries have increased tremendously. More newcomers are now able to enter this genre, because with an affordable digital video camera and PC editing system, a good story, common sense and enthusiasm, anyone can be a documentary producer. Moreover, we are surrounded by amazing true stories, waiting to be told.

*Producing documentaries* will be of interest to existing documentary producers and film or journalism students, but its primary purpose is to prepare the first-time documentary producer to make good documentaries on an affordable, shoestring budget. With the minimum of theory and a wealth of practical tips, it provides step-by-step and practical instructions on how to create exciting and well-structured documentary films, even if you do not have a big budget behind you. This accessible, understandable and practical guide explains all the principles, production processes and elements of documentary film making. The rest is only a matter of dedication, enthusiasm and practice, practice, practice.
DOGS IN SOUTHERN AFRICAN LITERATURES

D. Wylie & J. Barendse (Editors)
210 pages; 2018
ISBN: 978 0 627 03663 7 – R245.00
eISBN: 978 0 627 03664 4 – R220.50

The first collection of essays on dogs as they appear in southern African literatures. Explores their complex relations with colonialism and indigeneity in novels and poetry across many roles: as guides and guards, as victims and threats. Aimed at researchers and students interested in the field of human–animal studies.

Contents include the following:

- Dog stories and why they matter
- Art and dog communication
- Dog guides as witnesses with specific reference to Miles and Houellebecq
- Canine embodiment in South African lyric poetry
- Symbolic values of the dog in Afrikaans literature
- Afrikaans stories of Jackal and Hyena: oral and written traditions
- Dark ecology and the representation of canids in Deon Meyer’s Fever
- Canine agents in two South African short stories
- Wildness and colonialism in The Story of Two Dogs by Doris Lessing
‘n Verbeterde en bygewerkte uitgawe. Praktykgerig en bied insig in die klanke en die klanksisteem van Afrikaans, asook in die belangrikste verskille met dié van Engels en ander Suid-Afrikaanse tale. Die nut van fonetiese transkripsies by lemmas in woordeboeke word uitgelig. Die belangrikheid van die optekening en beskrywing van werklike uitspraak met behulp van fonetiese tekens kry baie aandag. Gemik op studente in tale en opvoedkunde.

**Inhoud:**
- Wat behels Fonetiek?
- Spraakapparaat
- Fonetiese alfabet
- Van teken tot skrif tot fonetiese skrif
- Woordeboeke en uitspraak
- Onderskeidende kenmerke
- Vokale
- Konsonante
- Sillabes, intonasie en klem
- Kategoriale klanksisteme
- Uitspraakvariasie
- Spelreëls en die klanksisteem
- Klanke en klangbeelding
- Transkripsies van literêre werke
NEW PUBLICATION

A HISTORY OF SOUTH AFRICAN LITERATURE – AFRIKAANS LITERATURE PART 2: THE PERIOD OF EMANCIPATION 1900–1930

J. Koch
464 pages (provisional); 2022
ISBN: 978 0 627 03928 7
eISBN: 978 0 627 03929 4

An extensive and thorough study of the development of Afrikaans literature during the first three decades of the 20th century. Follows Part 1, in which the earlier origins of Afrikaans and Afrikaans literature as well as the local Dutch writings tradition were discussed. The book starts with the origin and development of the Afrikaans language during the so-called ‘Second Language Movement’. This is followed by the two main parts of the study: a discussion of the literary works of the ‘first generation’ (Celliers, Totius and Leipoldt) and those of the ‘writers of the twenties’ (Toon van den Heever, A G Visser, C J Langenhoven and Eugène Marais). More than a literary history about texts and the lives of their authors, this study integrates the development of Afrikaans literature with the development of Afrikaner ideology and identity.
INTRODUCING CHILDREN’S LITERATURE – A GUIDE TO THE SOUTH AFRICAN CLASSROOM

R. Evans, I. Joubert & C. Meier (Editors)
280 pages; 2017
ISBN: 978 0 627 03643 9 – R455.00
eISBN: 978 0 627 03644 6 – R409.50

A guide on how to use literature in the diverse classroom. Details how children can be encouraged to become enthusiastic readers. Aimed at student teachers and practising teachers.

Contents include the following:
• Developmental stages of a child
• History of South African literature
• Role of the adult in establishing a reading culture
• Practicalities of introducing stories and literature to children in different phases from diverse contexts
• Use of illustrations and technology
• Techniques of storytelling and selecting appropriate texts
• Influence of the hidden curriculum in terms of moral development, stereotyping, sanitising and representation
KONTEMPORÊRE AFRIKAANSE TAALKUNDE

Tweede uitgawe
W.A.M. Carstens & N. Bosman (Redakteurs)
569 bladsye; 2017
ISBN: 978 0 627 03437 4 – R655.00
eISBN: 978 0 627 03438 1 – R589.50

Inhoud en konsepte strek van die ontstaan en aard van die Afrikaanse taal, leksikografie en dokumentontwerp tot fonetiek, fonologie, morfologie, semantiek, taalverwerwing en die normatiewe taalkunde. Al die bestaande hoofstukke is op datum gebring en ’n ekstra hoofstuk oor sintaksis is bygevoeg om nuwer sieninge te weerspieël. Bydraes deur spesialiste in die onderskeie velde bied die nuutste navorsing. Gemik op studente in die Afrikaanse Taalkunde, onderwysers, akademici en taalpraktisyns.

Inhoud:
• Inleidende oorsig
• Ontstaan en vestiging van Afrikaans
• Taalverandering in Afrikaans
• Fonetiek en fonologie
• Morfologie
• Sintaksis
• Semantiek
• Pragmatiek
• Leksikografie
• Sosiolinguistiek
• Dokumentontwerp
• Normatiewe taalkunde
• Taalverwerwing en taalonderrig
LANGUAGE, SOCIETY AND COMMUNICATION – AN INTRODUCTION

Second edition
Z. Bock & G. Mheta (Editors)
615 pages; 2019
ISBN: 978 0 627 03641 5 – R565.00
eISBN: 978 0 627 03642 2 – R508.50

An exploration of how language is intricately bound up with issues of power, status and identity. Introduces established and new linguistic concepts and theories, and links these to contemporary issues in society and the media (including social media), with a particular focus on southern Africa. Aimed at undergraduate students studying linguistics, language and communication, and related fields such as language education.

Contents include the following:
- Introduction to semiotics
- Phonetics, phonology and morphology
- Syntax: from words to sentences
- First and second language acquisition
- Language attrition
- Language families and typologies
- Linguistic diversity and its discontents
- Language and identity
- Language study and the professions
’n Naslaanbron met ’n fokus op die norme wat in gedagte gehou word by die praktiese gebruik van Afrikaans. Daar word rekening gehou met die geleidelike herstandaardisering van Afrikaans. Die riglyne van die elfde uitgawe van die Afrikaanse woordelys en spelreëls (2017) is volledig in hierdie uitgawe vervat.

Inhoud:
- Taalnorme: ’n algemene perspektief
- Universele norme
- Interne norme van Afrikaans: sintaksis en morfologie
- Interne norm van Afrikaans: semantiek
- Eksterne norm: die norm van spelling en interpunksie
- Eksterne norm: die norm van die standaardtaal
- Eksterne norm: die norm van taalsuiwerheid
- Eksterne norm: die norm van styl
- Eksterne norm: die norm van naslaanbronne en woordeboeke
- Konvensies by die skryf van korrespondensiestukke in Afrikaans
Hoe leer mens skryf? Die vinnigste manier is om mooi te kyk na wat die beste ambagsmense doen en dan daardie tegnieke self te begin gebruik. Hierdie boek help jou daarmee. Dit kan beskou word as die Afrikaanse literatuur-handboek vir die moderne era. Die boek het 90 hoofstukke en maak gebruik van plaaslike en wêreldbekende prosastukke met oefeninge wat jou sal aanmoedig om jou eie skryfstyl aan te pas. Twee nuwe hoofstukke belig die werkswyse in ’n digitale nuuskantoor, wenke vir digitale joernalistiek en beproefde skryfformate wat op papier óf aanlyn werk.

Die teikenmark is voor- en nagraadse studente van kreatiewe skryfwerk, Afrikaanse letterkunde, kommunikasie en joernalistiek. Dit is ook gepas vir aanbieders van werkswinkels oor kreatiewe skryfwerk asook vir mense wat hulle eie skryftegniek wil verbeter.

Die boek is saamgestel deur ’n paneel skrywers van regoor die land.
VERWAG BINNEKORT

TOEGEPASTE TAALKUNDE IN AFRIKAANS

W.A.M. Carstens & T.J. van Dyk (Redakteurs)
800 bladsye (voorlopig); 2022
ISBN: 978 0 627 03970 6
eISBN: 978 0 627 03971 3

Die eerste omvattende boek oor hierdie onderwerp in Afrikaans. In hierdie opsig is dit ‘n baanbreker-swerk wat op die boekrak behoort te wees van veral akademici en vakkundiges, maar ook ander wat in taalkunde in Afrikaans belangstel. Aan die hand van 38 hoofstukke deur 53 skrywers (verteenwoordigend van universiteite in Suid-Afrika, asook ‘n aantal buitelandse medewerkers) word met die hulp van Afrikanse voorbeelde toegelig hoe die toegepaste taalkunde uit ‘n Afrikaanse vertrekpunt benader kan word. Die hoofstukke wissel van wat toegepaste taalkunde as terrein inhoud (hoofstuk 1) tot hoofstukke oor taaltoetsing, die onderrig van lees en skryf, rekenaargesteunde taalonderrig, taalbeplanning, meertaligheid, SA Gebaretaal, vertaling, tolkwerk, teksredaksie, terminologie, kindertaal, onomastiek tot linguistiese landskap, en andere. Die verskeidenheid is groot.

Die boek is primêr ‘n eboek, maar hardekopieë sal ook bestel kan word. ‘n Besonder vernuwend eienskap van die eboek is die feit dat hoofstukke afsonderlik aangekoop sal kan word.
VOICES OF THIS LAND – AN ANTHOLOGY OF SOUTH AFRICAN POETRY IN ENGLISH

Second edition
M. Brown, P. Lenahan, D. Medalie, N. Moonsamy, K. Soldati-Kahimbaara & A. Wessels (Editors)
261 pages; 2018
ISBN: 978 0 627 03617 0 – R380.00
eISBN: 978 0 627 03618 7 – R342.00

A new and expanded edition of what has become one of the standard collections of South African poetry written in English. Includes poems ranging from the colonial period right up to the present and encourages readers to revel in the power, richness and diversity of South African poetry.

Contents include poems by the following poets:
- Thomas Pringle
- Roy Campbell
- Dennis Brutus
- Douglas Livingstone
- Sipho Sepamla
- Mongane Serote
- Ingrid de Kok
- Gabeba Baderoon
- Rustum
- Kozain
- Finuala Dowling
- Lesego Rampolokeng
- A host of other fresh new voices
Perspektief en profiel (Deel 1, 2 & 3) – die mees omvangrike en resente literatuurgeskiedenis in Afrikaans. Die perspektiewe en profiele is ingrypend hersien en ook anders gerangskik. Die insluiting van nuwe perspektiewe oor die uitgewersbedryf, literêre tydskrifte en kinder- en jeugliteratuur gee 'n veel meer omvattende blik op die hele Afrikaanse literêre veld. Daar is 'n verskeidenheid van (wetenskaplike) paradigmas en style sigbaar. Hierdie literatuurgeskiedenis is veral bedoel vir vakkenners, maar sal ook vir die (na-graadse) student en geïnteresseerde leek van groot belang kan wees.

DEEL 1
Tweede uitgawe
H.P. van Coller (Redakteur)
912 bladsye; 2015
ISBN: 978 0 627 03104 5 – R700.00
eISBN: 978 0 627 03107 6 – R630.00

Perspektief op die aanvangsfase van die Afrikaanse letterkunde
Perspektief op die Nederlandstalige Suid-Afrikaanse letterkunde, 1652–1925
Inleiding tot buitekanonieke Afrikaanse kulturele praktyke
Perspektief op die Afrikaanse prosa van die twintigste eeu tot 2010

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Eleanor Baker
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Pirow Bekker
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Sheila Cussons
W.A. de Klerk
Johann de Lange

DEEL 2
Tweede uitgawe
H.P. van Coller (Redakteur)
1091 bladsye; 2016
ISBN: 978 0 627 03105 2 – R700.00
eISBN: 978 0 627 03108 3 – R630.00

Die vroueskrywer in die Afrikaanse letterkunde
Perspektief op die Afrikaanse drama van 1906 tot 1966
‚n Oorsig van die Afrikaanse drama en teater van 1990 tot 2010
‚n Blik op Afrikaanse literêre tydskrifte, “little magazines”, boektydskrifte, boekbylaes en akademiese tydskrifte
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Olga Kirsch
Koos Kombuis
Antjie Krog
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C.J. Langenhoven
C. Louis Leipoldt
Etienne Leroux
Anna M. Louw
N.P. Van Wyk Louw
W.E.G. Louw
Lucas Malan

DEEL 3
Tweede uitgawe
H.P. van Coller (Redakteur)
1140 bladsye; 2016
ISBN: 978 0 627 03106 9 – R700.00
eISBN: 978 0 627 03109 0 – R630.00

Perspektief op die Afrikaanse poësie —
Die poësie van voor 1900 tot 1960
Die Afrikaanse poësie 1960—2012
Die Afrikaanse uitgewersbedryf

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Karel Schoeman
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Dan Sleigh
Adam Small
Bartho Smit
Hettie Smit
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An essential text for honing writing, reading, researching and studying competencies to increase chances of university success. Includes examples and practical assignments. Aimed at first-year college and university students.

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VERBINTENIS EN VENSTER: DIE NEDELANDS-TALIGE LETTERKUNDE VAN AANVANG TOT HEDE – ’N LITERATUURGESKIEDENIS IN AFRIKAANS

Die eerste Afrikaanse letterurugeskiedenis oor die Nederlandstalige letterkunde in 30 jaar. Van belang vir dosente en nagraadsse studente in die Nederlandse letterkunde. Hierdie publikasie is ’n unieke kombinasie van ’n diachroniese letterkundesoosig (geskiedenis) (Deel 1) en ’n sinchroniese poolshoogte deurdat die profiele van meer as 40 belangrike Nederlandstalige skrywers gegee word (Deel 2). In die profiele word hul belangrikste werk bespreek en hul huidige plek in die Nederlandstalige letterkunde aangedui.

DEEL 1
H.P. van Coller
455 bladsye; 2019
ISBN: 978 0 627 03665 1 – R585.00
eISBN: 978 0 627 03666 8 – R526.50

Inhoud:
• Die Middeleeue
• Die Sewentiende Eeu
• Die Agtiende en die Negentiende Eeu
• Die laat Negentiende en vroeë Twintigste Eeu
• Die Nederlandse Letterkunde ná die Tweede Wêreldoorlog

DEEL 2
H.P. van Coller, D. de Geest & H. du Plooy (Redakteurs)
670 bladsye; 2019
ISBN: 978 0 627 03667 5 – R785.00
eISBN: 978 0 627 03668 2 – R706.50

Inhoud:
• Kader Abdolah (1954–)
• Gerrit Achterberg (1905–1962)
• Bernlef (1937–2012)
• Jacobus Cornelis Bloem (1887–1966)
• Louis Paul Boon (1912–1979)
• Ferdinand Bordeuwijk (1884–1965)
• Hafid Bouazza (1970–)
• Jeroen Brouwers (1940–)
• Cyriel Buysse (1859–1932)
• Hugo Claus (1929–2008)
• Louis Couperus (1863–1923)
• Herman De Coninck (1944–1997)
• Willem Elsschot (1882–1960)
• Anna Enquist (1945–)
• Eva Gerlach (1948–)
• Herman Gorter (1864–1927)
• Arnon Grunberg (1971–)
• Luuk Gruwez (1953–)
• Hella S. Haasse (1918–2011)
• Willem Frederik Hermans (1921–1995)
• Adriaan Roland Holst (1888–1976)
• Rutger Kopland (1934–2012)
• Gerrit Kouwenaar (1923–2014)
• Tom Lanoye (1958–)
• Jan Hendrik Leopold (1865–1925)
• Lucebert (1924–1994)
• Hendrik Marsman (1899–1940)
• Harry Mulisch (1927–2010)
• Multatuli (Eduard Douwes Dekker) (1820–1887)
• Charlotte Mutsaers (1942–)
• Ramsey Nasr (1974–)
• Martinus Nijhoff (1896–1953)
• Leonard Nolens (1947–)
• Cees Nooteboom (1933–)
• Gerard Reve (1923–2006)
• Stijn Streuvels (1871–1969)
• A.F.Th. Van Der Heijden (1951–)
• Adriaan Van Dis (1946–)
• Paul Van Ostaijen (1896–1928)
• M. Vasalis (1909–1998)
• Peter Verhelst (1962–)
• Simon Vestdijk (1898–1971)
• Gerard Walschap (1898–1989)
• Jan Wolkers (1925–2007)
• Joost Zwagerman (1963–2015)
Academic literacy: prepare to learn will appeal to lecturers with large classes as well as tutors dealing with smaller groups. Although the book could also be used in follow-up support courses or in academic writing centres, it is primarily intended for use with first-time students. It comprehensively covers - in ways different from the traditional - the range of skills, competencies and learning strategies that students at this level (and beyond) need.

Academic literacy: prepare to learn is different from traditional courses in that it is task based: it requires of language learners who are developing their academic literacy to do authentic academic tasks and to solve real academic problems.

Not only students and lecturers but also prospective students preparing for university entrance examinations will find the course a valuable resource.
AFRIKAANSE TEKSLINGUISTIEK – ’N INLEIDING

W.A.M. Carstens
568 pages; 1997
ISBN: 978 0 627 02276 0 – R750.00

Afrikaanse tekslinguistiek - ‘n inleiding is die eerste werklik omvattende boek in Afrikaans oor wat die tekslinguistiek as vakgebied behels. ‘n Heel nuwe terrein vir taalkundige navorsing in Afrikaans word ontgin, want die klem val in die besonder op die insigte wat ‘n studie van taaltekste (dus groter as die enkelsin) meebreng. In hierdie opsig behoort die boek vir studente in die taal- en letterkunde asook almal wat belangstel in effektiewe kommunikasie van groot waarde te wees - as naslaanbron, maar veral as bron waarin ‘n volume kennis byeengetrek is wat verdere selfstandige navorsing kan stimuleer.
Watter idee sal blindes van ‘n olifant hê?


Dit is die analogie wat uitgebuit word in *Alkant Olifant*, ‘n inleiding tot die literatuurwetenskap. Die letterkunde is immers ook ‘n omvattende verskynsel en die algemene literatuurwetenskap ‘n veelsydige dissipline. Die letterkunde word dus vanuit verskillende teoretiese hoeke beskou. Moderne teoretiese sienings (bv. New Criticism, Nuwe Historisme en Postkolonialisme) word verduidelik deur ‘n klassieke teks, Jan Rabie se Droogte, deurlopend m.b.v. hierdie teoriee te belig. Gerigte vrae oor ander Suid-Afrikaanse kortverhale help verder om hierdie nuwer teoriee vir plaaslike lesers bruikbaar te maak. Daarna word basiese vrae oor die literatuurwetenskap behandel. Die boek is ‘n onontbeerlike hulpmiddel vir elke ernstige letterkundestudent en ‘n moet vir elke onderwyser en dosent wat op hoogte wil bly met ontwikkelinge in die literatuurstudie.
South African classrooms reflect our diverse cultures and rich languages. This is a practical tool to help teachers already in service as well as teachers in training to understand the importance of South Africa’s linguistic heritage in our schools today. This guide will empower educators to reach out to learners and parents from different linguistic backgrounds and to harness the power of diversity in their classrooms.
This book is an interdisciplinary account of aspects of language and the law. It investigates the nature of verbal interaction in the courtroom as well as court interpreting. It also discusses the linguistic problems experienced by the majority of participants of the court.
Hoe ontleed ons ‘n drama? Hoe benader ons die feit dat ‘n drama meestal geskryf is om opgevoer te word? Watter invloed het die opvoeringsgerigtheid van ‘n drama op aspekte soos die karakters, die tyd en ruimte, asook die drama se struktuur?

Hierdie vrae en meer word in Die dramateks: ‘n handleiding op ‘n eenvoudige en toeganklike wyse beantwoord. Die dramateks gee sowel ‘n basiese inleiding tot die moderne dramateorie as praktiese riglyne oor hoe om ‘n dramateks te analiseer, en is ‘n nuttige gids vir beide dosente en studente. Die teorie word deurgaans verduidelik en geillustreer aan die hand van voorbeelde uit meer as dertig bekende Afrikaanse dramas.
A FRAMEWORK FOR THE STUDY OF LINGUISTICS

A. Weideman
176 pages; 2011
ISBN: 978 0 627 02979 0 – R385.00
eISBN: 978 0 627 03102 1 – R346.50

An introduction to the discipline and sub-disciplines of linguistics. Discusses the connections between phonology, morphology, syntax, semantics, pragmatics, discourse and text analysis.

Contents include the following:

• What is linguistics?
• Formal approaches to the description of English: syntax
• Sociolinguistic approaches
• Text linguistics
• Analysis of discourse in English
• Conversation analysis and the maintenance of talk
• Complex systems approach and language
• Linguistic primitives as framework for linguistics
A HISTORY OF SOUTH AFRICAN LITERATURE – AFRIKAANS LITERATURE: 17TH–19TH CENTURIES

J. Koch
359 pages; 2015
ISBN: 978 0 627 03273 8 – R645.00
eISBN: 978 0 627 03357 5 – R580.50

An important expansion and regeneration of Afrikaans historiography within the context of South African literary history, divided into three broad historical periods: the Dutch colonial time (1652–1795), British colonial time (first part of the 19th century) and the time of the language movements (latter half of the 19th century). Follows an inclusive approach, discussing and contextualising a wide variety of documents, like travelogues and personal and official journals as well as other “non-literary” texts.

Contents include the following:

• The Dutch language and Afrikaans literature
• Dutch, Afrikaans and South African writings
• Afrikaans literature and language emancipation
• Anglicisation and the revival of the Dutch tradition
• Voortrekker writings
• Theatre in the Cape
• Early journalism and the first printed texts in Afrikaans
• A chronology of South African history up to the beginning of the 20th century

*This is the fifth book in the Talatala series
ISIZULU MADE EASY – A STEP-BY-STEP GUIDE

S.M. Mkhombo, N. Zondo & N. Malindi
228 pages; 1999
ISBN: 978 0 627 02396 5 – R415.00
eISBN: 978 0 627 03153 3 – R373.50

Designed to be a step-by-step guide to isiZulu, this guide is aimed at the layman and student of comparative languages, containing a detailed list of vocabulary and covering aspects of grammar. English and Afrikaans translations are provided throughout. Previously, African languages were not afforded the same status in South Africa as English and Afrikaans. Now, however, they are included in the 11 official languages. Every chapter begins with an orientation to help the learner. The pictorial vocabulary in the first chapter enables easy reference and visual associations.
A pioneering work in the relatively new field of educational interpreting in terms of oral languages. Takes into account the South African language political context and presents educational interpreting as a practical means for the realisation of a multilingual teaching–learning environment. Covers core technical aspects such as factors influencing the interpreter’s performance; challenges regarding interpreter turn-taking, and the uniqueness of the educational interpreting process and product. A must-read for all scholars interested in the intricate relation between language policy, language planning and language practice.

This is the sixth volume in the series, “Studies in language policy in South Africa”. Chapters emanate from a conference that was hosted by the guest editor, Marlene Verhoef, at the Potchefstroom Campus of the North-West University (NWU) of South Africa during July 2007.
MULTILINGUALISM AND ELECTRONIC LANGUAGE MANAGEMENT

W. Daelemans, T. du Plessis, C. Snyman & L. Teck (Editors)
184 pages; 2005
ISBN: 978 0 627 02601 0 – R465.00
eISBN: 978 0 627 03181 6 – R418.50

A look at human language technology solutions for the challenges presented by today’s multilingual information society. Deals with the standard themes of machine translation, computer-aided translation, electronic language management, localisation, text mining and language interfaces. Aims also to provide an overview of developments in the field in South Africa, especially insofar as policy making is concerned, but also in terms of research and development.

This is the fourth book in the series, “Studies in language policy in South Africa”. Papers were selected from contributions to a successful international colloquium held in Bloemfontein in September 2003.
A critical reflection on themes such as multilingualism as a challenge for language planners and communities; multilingualism as an obvious, simple and superior option in all cases; the individual language user’s experience, and the management of multilingualism, among others. Aims to draw attention to the fact that such discourses do not invariably reflect on, or give rise to, realities of societal integration and emancipation. In practice, they often follow, and are followed by, the mechanisms and effects of exclusion at different levels of society. Particularly directed at readers interested in the intricate relations between language and society; but it can also be used effectively as an important reference work in courses in language policy and language planning with a South African or African focus.

This is the sixth volume in the series, “Studies in language policy in South Africa”. Papers were selected from the multilingualism and exclusion symposium held in Bloemfontein from 24 to 26 April 2006.
A look at how in spite of the fact that the South African legislative framework for language provides for a mixed approach towards institutionalised multilingualism, English is fast becoming the de facto official and national language, largely due to the required language policies and regulations not being efficiently implemented. Presents important insights into language issues in education (both on school and tertiary level), service delivery, language ideology and politics, onomastics and legal aspects of language.

This is the ninth volume in the series, “Studies in language policy in South Africa”. Papers were selected from the multilingualism for empowerment symposium held on the QwaQwa campus of the University of the Free State on 11–12 September 2012.
MULTILINGUALISM FROM BELOW

P. Cuvelier, T. du Plessis, M. Meeuwis, R. Vandekerckhove & V. Webb (Editors)
224 pages; 2010
ISBN: 978 0 627 02820 5 – R465.00
eISBN: 978 0 627 03180 9 – R418.50

A critical reflection on themes such as multilingualism and agency; multilingualism and language ideology construction, and the management of multilingualism, among others. Underscores the fact that the construction of multilingualism is a complex process of dialectical exchange between top–down and bottom–up actors. Directed at readers interested in the intricate relations between language and society, but can also be used effectively as an important reference work in courses in language policy and language planning with a South African, African or global focus.

This is the eighth volume in the series, “Studies in language policy in South Africa”. Papers were selected from a symposium held in Antwerp (Belgium) from 14–16 September 2009.
This book describes the sociopolitical background to the different languages in education policies of selected countries, discusses different policy models and identifies weaknesses in current models. For lecturers only.
This book compares language practice in the judiciary and security services in South Africa and some countries of the Southern African Development Community against the background of evolving language policy in the region. For lecturers only.
A wealth of information about language and general knowledge, which is usually found in numerous separate reference texts such as dictionaries and encyclopedias, consolidated into a single volume. Aimed at learners, students, parents and the general public alike.

Contents include the following:

- **Language**: punctuation, tenses, degrees of comparison, direct and indirect speech, derivations, synonyms and antonyms
- **General knowledge**: currencies around the world, inventions, chemical elements, conversion tables, planets, presidents and prime ministers, capital cities, the seven wonders of the ancient world
NORTHERN SOTHO FOR FIRST-YEARS
E.B. van Wyk, P.S. Groenewald, D.J. Prinsloo, J.H.M. Kock & E. Taljard
132 pages; 1992
ISBN: 978 0 627 01795 7 – R345.00
Die mens se kommer oor die omgewing is een van die dominante temas van die laaste dekades van die twintigste eeu. In die Weste (en in Europa) het omgewingsbewustheid wyd posgevat en selfs ‘n modeverskynsel geword. Ofskoon daar in brêe verband nog nie genoeg begrip vir die mens se bydrae tot die krisis en sy reaksie op die globale veranderinge is nie, geniet hierdie kwessies toenemend aandag in die kunste. Ook in die letterkunde kan die ‘groen gesprek’ as ‘n belangrike groeipunt beskou word.
OORGANGE EN VOORTGANGE – ‘N HULDIGINGSBUNDEL VIR PROF. C.H.F. OHLHOFF

H. Willemse (Redakteur)
200 bladsye; 2013
ISBN: 978 0 627 03195 3 – R375.00
eISBN: 978 0 627 03196 0 – R337.50

Oorgange en voortgange is ’n bundel oorspronklike navorsingsartikels saamgestel as huldiging van prof. Heinrich Ohlhoff. Hy was sedert 1966 in verskeie hoedanighede verbonde aan die Universiteit van Pretoria. Hy is ’n gerekende kenner van die Afrikaanse poësie, maar ook ewe tuis op die terreine van die Afrikaanse taalkunde, Algemene Literatuurwetenskap, Goties en Kultuurteorie. As filoloog het sy navorsing gekonsentreer op Middeleeuse Europese kultuur, Renaissance studie en sewentiende eeuse Nederlandse letterkunde. Hy is op al hierdie vakterreine ’n wandelende ensiklopedie.

Elkeen van die bydraers tot die bundel het ’n persoonlike verhouding met Heinrich Ohlhoff, as voor-malige studente of vakkollegas. Van sy oudstudente het hom die eerste keer in hul voorgaarde klasse meegemaak, sommige het hom later as begeleier vir hul nagraadse studie gekies, in sigself klinkende getuienis van hul vertroue. Die studies wat hier opgeneem is, handel oor die Middeleeuse Nederlandse letterkunde, die Afrikaanse biografie, Afrikaanse mondelinge oordrag, akademiese geletterdheid, die leksikologie en veral die Afrikaanse prosa en poësie. Hierdie vakverskeidenheid is toepaslik omdat Heinrich Ohlhoff op al hierdie terreine met gemak kan saampraat.
Dit is duidelik dat ‘n versameling waardevolle historiografiese gegewens oor Afrikaans in *Op die keper beskou* opgesluit is. Enersyds bevat dit die optekening, samevatting en verwerking van sienings en insigte deur taalwetenskaplikes oor ‘n lang periode wat hulle met kwessies rondom die wording van Afrikaans as taal in al sy historiese variëteite besig gehou het, en andersyds lewer Heinrich Grebe ‘n eie bydrae tot die debat deur ‘n kritiese ontleiding van verskillende standpunte.

Grebe doen daarby ook verslag van eie empiriese navorsing, in aansluiting by die teoretiese beskouings oor die verschillende ontstanshipoteses. Hierdie teks het die potensiaal om as belangrike verwysingsbron te dien en tot ‘n beter begrip van die teoretiese debat oor die ontstansprosesse van Afrikaans te lei.
How do we analyse a play? How do we take into account that a play is usually written to be performed? What influence does the performance orientation of a play have on aspects such as characters, time, space, dialogue, didascalies and the structure of the play? These questions and more are answered in a simple and accessible manner in *The play: a manual*. Both lecturers and students will find *The play* useful as it gives a basic introduction to modern drama theory as well as practical guidelines on how to analyse a play. The theory is constantly explained and illustrated by means of examples taken from more than 30 well-known English South African plays.
THE POLITICS OF LANGUAGE IN SOUTH AFRICA

V. Webb & T. du Plessis (Editors)
163 pages; 2006
ISBN: 978 0 627 02685 0 – R500.00
eISBN: 978 0 627 03038 3 – R450.00

An investigation into the ways in which languages are embedded in the economic, political, social and cultural domains of societies and the role of language in educational development, within the South African context. Discusses how an understanding of these issues should enable language planners to indicate how the effective cooperation of communities can be obtained for national, regional and local linguistic transformation and how the prestige, social meaning, knowledge and use of languages with low economic, social and cultural value can be promoted. Includes fresh insights to the debate on language policy development in South Africa from foreign contributors.

This is the fifth volume in the series, “Studies in language policy in South Africa”. It includes a collection of essays containing the proceedings of a colloquium organised by Vic Webb, the guest editor, as part of the combined annual meeting of the Southern African Applied Linguistics Association and the Linguistics Society of Southern Africa, hosted by the University of Pretoria and held at Dikhololo from 6–8 July 2005.
Sesotho made easy is a user-friendly, step-by-step guide to learning and mastering Sesotho. It is a comprehensive book covering all aspects of grammar and has a detailed list of vocabulary. This book is a unique publication and bridges the gap between pure grammar and practical speech. Every chapter begins with an orientation to help the learner. The pictorial vocabulary in Chapter 1 enables easy reference and visual associations.

This book will make learning Sesotho a pleasure.
Veeltalige vertaalterminologie/Multilingual translation terminology is 'n versameling van sowat 200 Afrikaanse en Engelse terme oor vertaling met ooreenstemmende ekwivalente in Frans, Duits, Spaans en Nederlands. Die termlys is gegrond op konsepte wat deur die Internasionale Federasie van Vertalers (FIT) geïdentifiseer is.

Hierdie boek is bedoel as 'n nuttige hulpmiddel by die praksiese onderrig van vertaling, maar kan ook met vrug benut word deur praktiserende vertalers en tolke op soek na toeligting oor die basiese konsepte en woordeskat wat gebruik word in die internasionale praksyk van vertaling en tolking.
DIE WÊRELD VAN DIE STORIE

W. Burger

190 bladsye; 2018

ISBN: 978 0 627 03607 1 – R210.00
eISBN: 978 0 627 03608 8 – R189.00

Agter hierdie boek lê die verwondering oor ons vermoë om stip na letters op papier te kyk en dan te ervaar dat ons ’n ander wêreld betree. Hoe kry ons dit reg om na aanleiding van die woorde wat ons lees, nie alleen inligting te bekom nie, maar ’n hele wêreld tot stand te verbeel en daarheen te reis? Wat is die rol van die teks hierin? Wat is die rol van die leser? Waarom doen ons dit? Hoe help ’n begrip van ons reise na storiewêrelde om ons “leefwêreld” beter te verstaan? ’n Fokus op die wêrelede van stories maak dit moontlik om tekste krities binne hulle kontekste te lees, sonder om die spesifiekheid van elke teks te verwaarloos of om die betowering van storiewêrelde te verloor. Gemik op studente van Afrikaans en Nederlands asook Opvoedkunde.

Inhoud:

• Wonderwêrelde
• Wêrelde word tot stand vertel
• Wêreldskepping as kognitiewe proses
• Interpretasie van storiewêrelde
• Leidrade en konteks
• Towerwêrelde en kritiese refleksie
LEGAL STUDIES
FORTHCOMING

CORPORATE LAW AND CORPORATE GOVERNANCE – AN OVERVIEW OF BUSINESS UNDERTAKINGS IN SOUTH AFRICA

Second edition
T. Mongalo & T. Scott
288 pages (provisional); 2023
ISBN: 978 0 627 04013 9
eISBN: 978 0 627 04014 6


Contents include the following:
- Incorporation of legal personality
- Pre-incorporation contracts
- Capitalisation of companies and financial assistance
- Fundamental transactions, takeovers and offers
- Directors
- Corporate governance reforms
- Corporate constitution
- Shareholders and corporate governance
- Remedies
- Insider trading
- Business rescue, compromise and winding up
CORPORATE LAW FOR COMMERCE STUDENTS

Third edition
A. Haupt & N.J. Malange
488 pages; 2021
ISBN: 978 0 627 03732 0 – R545.00
eISBN: 978 0 627 03733 7 – R490.50

A comprehensive yet basic guide to the structure and fundamentals of the new company dispensation. Provides a brief, clear and especially practical overview of the law of business entities within the framework of the new Companies Act, the common law, recent court judgments and the King IV™ report. Aimed at students studying commercial law, business entities or corporate law subjects as well as practising accountants, auditors, company secretaries and paralegal practitioners.

Contents include the following:

• How to choose the right option for a specific business
• The partnership concept, the business trust and the establishment of legal personality, companies and cooperatives
• Compliance, transparency, accountability and governance
• Securities, debt instruments and public offers
• Directors, shareholders and company meetings, fundamental transactions, takeovers and offers
• Business rescue and compromise with creditors
• Termination and dissolution
• Corporate governance: King IV™ report

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NEW EDITION

CYBERLAW @ SA IV – THE LAW OF THE INTERNET IN SOUTH AFRICA

Fourth edition
S. Papadopoulos & S. Snail ka Mtuze (Editors)
544 pages; 2022
ISBN: 978 0 627 03795 5 – R765.00
eISBN: 978 0 627 03796 2 – R688.50

A specialised legal text directed at advancing the principles of digital jurisprudence. Covers a wide range of topics in the field of cyberlaw, from protection of domain names and personal information, to identity theft and privacy. Aimed at students, lawyers as well as other professionals such as auditors, accountants, law enforcement officers, forensic investigators, IT managers and company directors who deal with the use and implications of technology and the law.

Contents include the following:

• ISP liability and take-down notice procedure
• IT risk management, cyber liability and dispute resolution
• Taxation of e-commerce
• Online privacy and data protection
• Cybercrime (procedural and substantive law)
• Information security and the law
• Internet defamation, pornography and hate speech
• Consumer protection
• Protection of personal information
• Social media law
CORPORATE LAW AND CORPORATE GOVERNANCE – A GLOBAL PICTURE OF BUSINESS UNDERTAKINGS IN SOUTH AFRICA

T. Mongalo
321 pages; 2003
ISBN: 978 1 869 28004 8 – R675.00

A global discussion of business undertakings in South Africa and what regulates the operation and dissolution of companies with share capital. Aimed at LLB and LLM students, but also useful to commerce (including business management) students who require some knowledge of commercial law.

Contents include the following:

- Corporate personality and limited liability
- Incorporation and commencement of business
- Company capitalisation
- Pre-incorporation contracts
- Maintenance of capital
- Executive remuneration
- Shareholders and corporate governance
- Insider trading
In March 2006, President Thabo Mbeki signed the National Credit Act, thus giving birth to a brand-new era of legalisation, and control to one of the oldest forms of business in the world—granting credit.

In South Africa, some credit grantors abused their power to the detriment of consumers. Credit grantors allowed misinformed consumers to overspend, as long as there were sufficient security and assets that could be attached ultimately to pay for the debt. Consumers buying on credit had no recourse. If they did not pay, they were blacklisted, causing other credit grantors to take action for the recovery of their debt.

On the other hand, some consumers have abused their right to obtain and use credit by giving incorrect information. Every time a credit grantor encountered this conduct from a consumer, more stringent procedures were put in place – to the detriment of future consumers.

The National Credit Act corrects all these wrongs. The rights and obligations of both the consumer and the credit grantor are clearly stipulated in the National Credit Act.

The credit law of South Africa is based on the National Credit Act 34 of 2005 and should be studied by every person in South Africa. Everybody benefits from the laws and regulations promulgated. However, ultimately everybody has a responsibility as far as buying goods or receiving services on credit, or obtaining funds and paying back at a later date.
Information, ethics and the law is a practical, user-friendly guide for information practitioners and those in the corporate environment, as well as for students of information science and journalism. It examines the constitutional basis for legislation related to information and then moves on to a discussion of the specific acts and rules that prescribe what we may and may not do when accessing, intercepting, protecting, preserving and destroying information. It looks at topics such as freedom of expression and relevant issues such as defamation, junk mail, spam and cyber porn. The intricacies of copyright and intellectual property rights are clarified, as are the more sinister areas of polygraph testing, bugging and espionage. The authors also provide useful and comprehensive discussions of the burgeoning field of electronic transactions and e-commerce, and succinctly set out how this is being regulated.

The authors’ account of the South African legislation related to information makes this body of factual detail accessible while highlighting the practical and ethical deficiencies in these regulations. Professionals will find this book an indispensable tool and the lay person will find that the legal perplexities in everyday communications are skillfully clarified.
Law and Contemporary South African Society is a collection of essays arising from research and presentations by academics, legal practitioners and public officials on topical issues which formed the sub-themes of the FIRST UNIN LAW WEEK held in May 2002. As an edifice of the impact of law in modern society, each essay systematically analyses the overhaul of the former oppressive laws by a proactive legislature and the consequent interpretation of those laws by an active judicial branch aided by the values entrenched in the Constitution.

The sub-themes dictate a wide-ranging coverage of areas of present-day legal developments. Accordingly, the book commences with a discussion of the enforcement of socioeconomic rights in the Bill of Rights. It focuses on the controversies surrounding the provision by government of the drug, Nevirapine, to prevent mother-to-child transmission of HIV and Aids. The book then examines legal responses to the problems faced by children in light of the fact that the Constitution has elevated the rights of the child to fundamental rights. One area of controversy and persistent wrangling that will not go away in a hurry is the ‘land question’ which fittingly elicits discussion in this book. Other fundamental rights issues discussed in this book include the recent protection of the environment through law, the reform of the outdated social security system and the right to a fair administrative action. Changes brought about by the Constitution are not solely confined to the areas of public law. They similarly affect other branches of the law through the horizontal application of the Bill of Rights, hence the discussions in this book of vital topics in mercantile, company and labour laws.
THE LAWS OF MOVIE-MAKING – PRODUCTION AND DISTRIBUTION OF INDEPENDENT FILMS

C. Groenewald
111 pages; 2006
ISBN: 978 0 627 02659 1 – R465.00
eISBN: 978 0 627 02912 7 – R418.50

The laws of movie-making explains the basic legal and business principles behind producing and distributing an independent feature film. This book discusses ways of conceptualising an economically viable idea for a film and procuring financial investment, warns of the pitfalls of production and simplifies the intricacies of international distribution, while showing you how to limit your legal liabilities. It is intended not only for film students and future film producers but also for lawyers and entrepreneurs who are eager to understand the mechanisms of the film industry.
South Africa is a pluralistic society comprising different social groups and systems of personal law and cultural or religious beliefs, all of which are constitutionally protected against any form of unfair discrimination. *Legal pluralism* focuses specifically on the recent developments in South African law concerning the legal recognition of African customary marriages and aspects of Hindu and Muslim religious marriages.

*Legal pluralism* outlines the origins of prominent African customary laws and religious legal systems as well as the extent to which they have been applied and retained in the South African legal system. It includes a thorough analysis of the legal implications of the *Recognition of Customary Marriages Act 120 of 1998*; section 5A of the *Divorce Act*; the *Recognition of Muslim Marriages Bill*; the *Natal Code of Zulu Law Proc R151 of 1987*; and a number of the court decisions dealing with various aspects of religious and customary marriages.

*Contents include the following:*

- The legal significance of extended families according to personal law
- Proof of existence of a customary marriage
- The effect of affiliation: custody and guardianship
- Polygamy
- The doctrine of religious entanglement
- Legal pluralism and personal family law
- Forms of religious and customary marriages

*Legal pluralism* is aimed at lawyers, students and academics alike.
Die Grondwet is die hoogste wet van die republiek en raak elke landsburger op verskeie maniere. Persoonlike rete word deur die Grondwet gewaarborg. Besonderhede oor die magte en pligte van die Parlement, die provinsiale wetgewer en plaaslike owerhede word in die Grondwet uiteengesit. In hierdie publikasie word die Grondwet in maklike taal verduidelik aan die mense vir wie dit geskryf is.
WHAT DOES THE CONSTITUTION SAY? THE COMPLETE CONSTITUTION MADE EASY

I.M. Rautenbach & E.F.J. Malherbe
80 pages; 1997
ISBN: 978 0 627 02335 4 – R195.00
eISBN: 978 0 627 04042 9 – R175.50

The Constitution is the supreme law of the Republic and affects you in different ways. Many of your rights are guaranteed in the Constitution. Particulars about the powers of parliament, your provincial legislature and your municipality for which you may vote, appear in the Constitution. The powers and duties of the government also appear in the Constitution. In this publication, the Constitution is explained briefly to the people for whom the Constitution has been written.
CAREER PSYCHOLOGY IN THE SOUTH AFRICAN CONTEXT

Third edition
G.B. Stead & M.B. Watson (Editors)
244 pages; 2017
ISBN: 978 0 627 03387 2 – R490.00
eISBN: 978 0 627 03388 9 – R441.00

An examination of historical and state-of-the-art career practices in career psychology, particularly in relation to conditions in South Africa. Provides descriptive and critical analyses of career theories and current thought on career development, referring to many published articles both in South Africa and abroad. Includes new chapters on life design, unemployment and the influence of poverty on career choice. Aimed at undergraduate and postgraduate students as well as career practitioners, psychologists, educationists and teacher–counsellors.

Contents include the following:
• The emergence of career psychology in South Africa: a sociohistorical perspective
• An overview of career theory
• Vocational personalities in work environments: perspectives on Holland’s theory
• The career development theory of Donald Super
• Career development and systems theory
• Career counselling practice
• Career decision making and career indecision
• Career assessment
• Women and career development
• Indigenisation of career psychology in South Africa
CHILD AND YOUTH MISBEHAVIOUR IN SOUTH AFRICA – A HOLISTIC APPROACH

Fourth edition
C. Bezuidenhout (Editor)
367 pages; 2018
ISBN: 978 0 627 03605 7 – R550.00
eISBN: 978 0 627 03606 4 – R495.00

An in-depth look into the complex and poorly understood phenomenon of youth misbehaviour. Discusses and analyses theories on the nature and causes of deviant behaviour, and assesses them critically with regard to their applicability to South Africa. Also presents relevant legal processes. Aimed at enabling both practitioners and students to address the plight of the South African youth in a constructive way.

Contents include the following:

• The difficulty in demarcating the position of children in South Africa
• The complex diversity in the various ethnic and racial groupings in South Africa
• The local risk factors and international influences associated with youth misbehaviour
• The effective processing and treatment of youthful offenders by the South African criminal justice system
• Preventive measures based on constitutional guidelines
COMMUNITY PSYCHOLOGY – SOUTH AFRICAN PRAXIS

M. Visser, J. Akhurst, R. Carolissen & N. Matamela (Editors)

494 pages; 2022
ISBN: 978 0 627 03997 3 – R650.00
eISBN: 978 0 627 03998 0 – R585.00

An exploration of diversity within South African communities, research strategies as well as theories of community interventions in order to open up a new perspective for meaningful engagement which can lead to social change. Addresses psychosocial problems and how to empower people through community development. Aimed at undergraduate-level students of community psychology.

Contents include the following:
• African-centred community psychology
• Decolonising (community) psychology
• Community social impact assessment
• Peer support groups as community intervention
• Community mobilisation and social change
• HIV/AIDS and community psychology
• Substance abuse
• Gender-based violence and community wellbeing
• Poverty, unemployment and homelessness
• Racism and xenophobia
• Community trauma
A multidisciplinary team approach to understanding how a chronic condition or disability is perceived by clients and their families from different cultural groups, who to consult in this regard, and how people use their own capacities and coping strategies under extremely stressful circumstances. Aimed at students, health care practitioners and teachers of special needs education.

Contents include the following:

- Social psychology of health, illness and disability
- Emotional reactions to a disabling condition or disorder
- Psychosocial issues in selected health conditions, illnesses and disabilities
- Family-focused interventions
- Dying, death and bereavement
- Health for health care professionals: managing stress and preventing burnout
NEW EDITION

THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0 – R620.00
eISBN: 978 0 627 03931 7 – R558.00

A guide to drawing up, administering and interpreting assessment procedures, and judging whether the techniques used are theoretically and procedurally sound. Takes a special look at assessment from an organisational perspective. Aimed at third-year and honours students of psychology and industrial psychology as well as practitioners.

Contents include the following:
• Developing a psychological measure
• Reliability and validity
• Combining and interpreting assessment results
• Assessing in a multicultural context
• Assessing intelligence and ability
• Assessing competence
• Assessing integrity and honesty in the workplace
• Assessment for career counselling
• Interviewing
• New developments in assessment
A comprehensive guide to the theory and practice of sports coaching in South Africa. Includes an overview of the early development of sport in the Dutch and British colonial eras, providing insight into how sport evolved as the country underwent development and several sociopolitical changes. Aimed at sports coaching, human movement science, or sports and exercise students as well as coaches and researchers who wish to expand their knowledge in the field.

Contents include the following:

- Examining sports coaching in the South African context – a critical race theory perspective
- Roles and legal responsibilities of a sports coach
- Safety issues and interventions in sport coaching
- Competitive intelligence of South African sports coaches
- Coaching for different abilities
- Cricket coaching in the 21st century: science, performance and technology
- Psychology of coaching
- Monitoring fitness and fatigue
- Performance and injury prevention management
A practical and accessible introduction to the theory, techniques and practice of counselling and psychotherapy. Includes illustrative case studies and examples from the South African context and practical suggestions on the application of core principles and practices. Aimed at beginner therapists, psychologists, psychiatrists, social workers, counsellors, coaches, nurses and health care professionals working in the South African context.

Contents include the following:

- Basic counselling skills
- Supportive psychotherapy
- Grief, trauma and crisis counselling
- Psychodynamic therapy
- Cognitive behavioural therapy
- Narrative therapy
- Motivational interviewing
- Group therapy
- From mind to brain: the neuroscience of psychotherapy
- From psyche to soul: psychotherapy and spirituality
TOWARDS FLOURISHING – EMBRACING WELL-BEING IN DIVERSE CONTEXTS

Second edition
M.P. Wissing, J. Potgieter, T. Guse, T. Khumalo & L. Nel (Editors)
452 pages; 2020
ISBN: 978 0 627 03782 5 – R610.00
eISBN: 978 0 627 03783 2 – R549.00

A unique South African textbook focused on positive psychology. Includes non-Western views and takes multidisciplinary research practices into account for the promotion of wellbeing. The first handbook to describe the characteristics of the newly emerging Third Wave (P3.O). Aimed at undergraduate students in positive psychology, general psychology, industrial/organisation psychology, social work, other social sciences and education.

Contents include the following:

• Pathways to flourishing and recognising the changing landscape of positive psychology
• Feeling good: the hedonic perspective on wellbeing
• Functioning well: the eudaimonic perspective on wellbeing
• The interplay of body and mind in wellbeing
• Theories on character strengths, resilience, hope and self-determination
• Selected theories on functioning well and feeling good
• Positive relationships
• Positive institutions
• Activities and programmes to enhance wellbeing
A comprehensive examination of types of victimisation and reactions to it, presented through a critical emancipatory approach that celebrates humanness and universal interconnectedness. Seeks to stimulate further empirical enquiry and theory development, and to inform policy and practice. Aimed at second- and third-year students in criminology and victimology.

Contents include the following:

- Victimology in context: South African law and policies; victim empowerment; restorative justice
- Specific patterns of victimisation: gender-based victimisation; victims of robbery with aggravating circumstances
- Marginalisation and multiple victimisation: street children; child soldiers; military veterans; sexual violence in prisons
- The future of victimology: international financial institutions; indigenous knowledge misappropriation; future challenges
Contents include the following:

- How vital and feasible is it to build on life stories in career counselling?
- Understanding and applying theories, goals, methods and assessments in narrative counselling
- Steps in developing a community based educator-training programme
- Narrative counselling in organisations
- Applying narrative counselling in dealing with psychological and physical disorders
- Narrative counselling in diverse contexts
- Theoretical underpinnings and practical application of a hermeneutic-narrative approach to career counselling
- Theoretical underpinnings and practical application of a postmodern and constructivist approach to career counselling
- Engaging clients actively
- Using life story counselling to produce new identities for career practice
- Putting together different perspectives in narrative counselling
SEXUAL ABUSE – DYNAMICS, ASSESSMENT AND HEALING

G.M. Spies (Editor)
294 pages; 2006
ISBN: 978 0 627 02673 7 – R535.00
eISBN: 978 0 627 02902 8 – R481.50

Focuses on the subject of sexual abuse in its entirety. This text also serves as a training resource for practitioners, as well as undergraduate and postgraduate students.

Contents include the following:
• The dynamics of incest families
• Internet paedophilia
• The effect of sexual abuse on a child
• The adult survivor of child sexual abuse
• The effect of child sexual abuse on adult intimate relationships
• The child sex offender
• Applying SA law to sexual offence cases
• The role of the legal representative
• The rights of the sexually abused child
• The expert witness
• Assessment of the sexually abused child
• Play therapy
• Substitute care
SMART POLICING FOR LAW-ENFORCEMENT OFFICIALS

J. Smit, A. Minnaar & J. Schnetler (Editors)
257 pages; 2004
ISBN: 978 1 869 28006 2 – R480.00

Serves as a guideline for law-enforcement officials in South Africa on how to provide the services that they are expected to deliver. Includes chapters on: policies guiding the police and policing; legal aspects of policing; the National Prosecuting Authority and the investigator’s role in the prosecution process; police–community relations; crime prevention and partnership policing; effective communication skills for interviewing.

Contents include the following:

- Policies guiding the police and policing
- Legal aspects
- The National Prosecuting Authority and the investigator’s role in the prosecution process
- Police–community relations
- Crime prevention and partnership policing
- Effective communications skills for interviewing complainants
- Conflict transformation as an operational imperative
- Police administration at a police station
- Crime intelligence in proactive policing
- Policing intimate violence
- Victim empowerment
- Performance measurement for policing
- Business and the SAPS in partnership
STRATEGIC PERSPECTIVES ON CRIME AND POLICING IN SOUTH AFRICA

J. Burger
161 pages; 2007
ISBN: 978 0 627 02689 8 – R505.00
eISBN: 978 0 627 02907 3 – R454.50

An attempt to put crime combating, crime prevention and policing in perspective, and to place it within the broader South African national strategic environment. Endeavours to explain why the 1829 dictum that the basic mission of the police is to prevent crime, can no longer be valid.

Contents include the following:
• General orientation
• Conceptualisation
• Conceptual dilemmas in modern policing
• Interpreting relevant research in the United States and the United Kingdom
• Policy development for the police and policing in South Africa
• Summary and recommendations
COMMUNITY-DRIVEN PROJECTS – REFLECTIONS ON A SUCCESS STORY

J. Phahlamohlaka (Editor)
222 pages; 2008
ISBN: 978 0 627 02730 7 – R390.00
eISBN: 978 0 627 02844 1 – R351.00

The remarkable tale of an African community empowering itself with education and ICT. The Siyabuswa Educational Improvement and Development Trust (SEIDET), the product of a local initiative in South Africa’s Mpumalanga province, was initially conceived to remedy the shortcomings of science education at the local schools, but grew into a vibrant effort which continues to provide teenagers and adults with vital skills for participating in the modern economy.

While the first part of the book tells the story of the people, mostly volunteers, the second and third parts provide academic analyses of the reasons for SEIDET’s success, drawing and expanding on theories such as innovation theory, learning selection and activity theory. Clearly conceived and expressed, the different parts of this book bring out illuminating perspectives on the events.

This inspiring and informative book will be delightful reading for academics interested in the theories exemplified, and for governmental and non-governmental organisations concerned with the upliftment and empowerment of rural or hitherto disadvantaged communities. SEIDET was not a project through which well-meaning outsiders sought to achieve induced development; rather, it was the local community that felt the need for education and initiated and embraced ICT and other training. This is the secret of its success.
THE SUPERVISION OF COUNSELLORS IN SOUTH AFRICA – TRAVELS IN NEW TERRITORY

H. Dunbar-Krige & E. Fritz (Editors)
211 pages; 2006
ISBN: 978 0 627 02623 2 – R595.00
eISBN: 978 0 627 02963 9 – R535.50

The supervision of inexperienced counsellors and other helping professionals should be regarded as an integral, rather than a peripheral part of their initial and ongoing training. Furthermore, supervision can play an important role in the development and maintenance of professional competence, and in providing support for the experienced practitioner who wishes to provide the highest quality of care for clients.

Training of registered counsellors in South Africa presents unique challenges to supervisors. Supervisors and supervisees need supportive information to stay informed about policy changes, trends and research – from the community within South Africa and internationally – that influence the nature and productivity of the counsellor process.

This valuable book answers this need by focusing on the fundamentals of supervision and its effective utilisation. The chapters cover a variety of topics, from accessible theory on the role and functions of the supervisor and the development stages of the supervisee to eminently practical chapters on report writing and preventing counsellor burnout. Suggestions on the use of metaphor and story in counselling add depth, while the many sample case studies bring focus and immediacy to the text.

The various authors contribute diverse styles and perspectives. The authors are South African practitioners involved in the fields of education, counselling and clinical psychology in different contexts of work (universities, private practice and training). Many of them have been involved in training workshops for supervisors of psychologists and counsellors for continuous professional development since 2000.

Although primarily intended for training institutions for use by registered counsellors, this book will also be of great interest to social workers, institutions which train lay counsellors and those who support lifelong learning in the field.
Natural and Agricultural Sciences
GAME RANCH MANAGEMENT

Sixth edition
J. du P. Bothma & J.G. du Toit (Editors)
1012 pages; 2016
Hard cover
ISBN: 978 0 627 03346 9 – R1 320.00
eISBN: 978 0 627 03490 9 – R1 188.00

A comprehensive guide for wildlife ranchers in South Africa. Includes economics of the wildlife industry, marketing, and legislation and codes of conduct. Aimed at undergraduate and postgraduate students, and current and future owners of extensive wildlife production units.

Contents include the following:
- Bacterial, viral and protozoal diseases of wildlife
- Buying and selling of wild animals
- Hunting, keeping and managing large terrestrial carnivores
- Trophy hunting
- Meat production
- Veld management and habitat rehabilitation
- Genetic management
- Medical assistance in the field
- Falconry
WILDPLAASBESTUUR

Vyfde uitgawe
J. du P. Bothma & J.G. du Toit (Redakteurs)
Hardeband
1000 bladsye; 2021
ISBN: 978 0 627 03573 9 – R1 320.00
eISBN: 978 0 627 03574 6 – R1 188.00


Inhoud:
• Wildplaasbeplanning
• Bemarking van ‘n wildplaas
• Genetiese bestuur en nadoodse ondersoeke
• Vangs van wilde diere
• Aankoop en verkoop van wild
• Oes en hantering van wildsvleis
• Jag (onder andere boogjag en pylsafari’s)
• Habitatbestuur
• Wildproduksie en landelike gemeenskappe
The basic principles of financial farming management, analysis and control, presented in an easy, accessible style with numerous examples. Discusses the impact of rising costs, lower product prices and escalating interest rates on the purchase of farming land and how these factors are forcing farmers to develop their business acumen and managerial skills optimally in order to manage their farming enterprises as economically as possible. Aimed at farmers and students studying farm management.

Contents include the following:

- Financial analysis, planning and control in perspective
- Farm management information systems: requirements and auxiliary statements
- Farm management information systems: analysis and interpretation
- Financial planning: development of a farming strategy
- Financial planning: auxiliary budgets
- Interest tables

*Also available in Afrikaans:

**BOERDERYBESTUUR – FINANSIEËLE BEPLANNING, ONTLEDING EN BEHEER**

M.J. van Reenen & A. De K. Marais
229 bladsye; 1996
ISBN: 978 0 627 01821 3 – R550.00
eISBN: 978 0 627 03355 1 – R495.00
Guidelines for rational financial and investment decisions and for appropriate management of human resources and labour relations on farms. Aimed at farmers and students studying farm management.

Contents include the following:
• Capital requirements, forms and sources
• Financing policy of a farming enterprise
• Right to use land
• Management of farm machinery and buildings
• Investment of funds
• Human resources management
• Labour relations
• Interest tables

*Also available in Afrikaans:
ANIMAL NUTRITION – CONCEPTS AND APPLICATIONS

Second edition
P.A. Boyazoglu
320 pages; 1999
ISBN: 978 0 627 02248 7 – R665.00

A guide to the nutritional needs of various farm animals. Provides data that are universally acknowledged as being relevant and beneficial for a species.

Contents include the following:

- Livestock industry
- Composition of feeds
- Physiology of digestion
- Vitamins and their requirements
- Proteins and amino acids
- Submaintenance feeding for survival
- Nutrition’s role in disease resistance
- Dairy cattle nutrition and production
- Beef cattle nutrition
- Sheep, goat and pig nutrition and imbalances
- Horse nutrition for breeding purposes
- Ostrich nutrition
- Wildlife nutrition
- Nutrition of cats and dogs
- Commercial poultry nutrition
ENVIRONMENTAL IMPACT ASSESSMENT – A PRACTICAL GUIDE FOR THE DISCERNING PRACTITIONER

P.J. Aucamp
160 pages; 2009
ISBN: 978 0 627 02679 9 – R575.00
eISBN: 978 0 627 02856 4 – R517.50

A practical guide collating most of the existing important information regarding the environmental impact assessment (EIA) process in one compact volume. Follows the logical progression of an EIA using international best practice techniques and principles and sets a baseline for EIA in South Africa. The first book on this topic written specifically for the South African context, although it is applicable to all developing countries. Aimed at environmental professionals and students entering the field for the first time.

Contents include the following:

• EIA legislation
• Screening
• Scoping
• Stakeholder involvement process
• Identification and comparative assessment of alternatives
• Environmental risk assessment and management
Game capture techniques and consequent animal behaviour. Covers the entire process from capture to final release of various species in southern Africa, including species requirements in terms of logistics and the level of stress with which each individual can cope.

Contents include the following:
- Ethical considerations
- Planning a capture operation
- Drugs used in the capture of wildlife
- Delivery systems for chemical capture
- General darting procedures and other non-mass capture techniques
- Mass capture techniques
- Capture and management of large herbivores and large and small plains game
- Carnivores
- Transportation of animals and specialised equipment
- Vehicles and specialised loading equipment
- Choice and use of helicopters as a capture tool
- Loading, transportation and unloading of wild animals
- Bomas and temporary holding facilities
- Culling as a management option
A summary of current knowledge on intensive farming of wild animals in southern Africa. Based on the extensive experience of various authorities.

Contents include the following:

- Elephant
- White and black rhinoceros
- African savanna buffalo
- Eland
- Roan and sable antelope
- Kudu
- Nyala
- Impala
- Bushbuck
- Springbok
- Duiker
- Steenbok
- Wild dog
- Nile crocodile
- Ostrich
**Algemene Plantkunde – ‘n Handleiding vir Eerstejaar-Universiteitstudente**

Vyde uitgawe  
H.P. van der Schijff (Redakteurs)  
294 pages; 1985  
**ISBN: 978 0 627 01347 8 – R660.00**

In hierdie verbeterde, uitgebreide en aangepaste uitgawe van Algemene Plantkunde is die benadering steeds om basiese plantkunde, die vakwetenskap wat oor plante handel, aan studente bekend te stel. Die boek bied aan studente op voorgraadse vlak ‘n waardevolle biologies-wetenskaplike basis. Die skrywers, onder leiding van HP van der Schijff, is gemoeid met die bekende, byna klassieke, maar tog moderne vorm van plantkunde om sodoende die hedendaagse student en navorser tot diens te wees, en aan hom/haar ‘n onderbou te gee in die werkliekheid van vorm, bou, funksie en voortplanting van die plante waarmee hy/sy werk.

**Inhoud:**
- Organografie  
- Anatomie  
- Sitologie en genetika  
- Taksonomie  
- Ekologie
Basic and applied microbiology gives a fresh perspective on microbiology. It deals with some of the important issues of the day, including genetically modified food; the increased incidence of food- and waterborne diseases and their control; the introduction of HACCP legislation worldwide; microbial resistance to antimicrobial compounds and the development of multiple drug-resistant organisms; the alleviation of environmental pollution using bioremediation and biofouling; and biocorrosion in water systems, to mention just a few.

The book is supported by an e-learning platform with a comprehensive set of animations explaining the basic concepts. The Web portal accompanying the book also provides a gateway to carefully selected internet sites, unlocking the world of microbiology for the experienced microbiologist and the uninitiated alike.

Contents include the following:
- Introduction, history and biotechnology perspectives
- The structure and function of viruses and bacteria
- Microbial growth and nutrition
- Taxonomy
- Microbial genetics
- Chemical and physical control of microorganisms
- Food and water microbiology
- Environmental microbiology
- Applied biotechnology
A coherent survey and explanation of many crucial issues relating to the supply and demand of water in South Africa. Includes economic mechanisms and their impact on production, distribution and socioeconomic integration.

Contents include the following:

- Basic needs approach to development thinking
- Hydrologic cycles I and II
- Water availability and demand in South Africa
- Water supply and demand management
- Water market and government intervention
- Cost-benefit analysis
- Welfare economic considerations
- Water pricing, practice and problems
Public and Development Management
THE COMMUNITY DEVELOPMENT PROFESSION – ISSUES, CONCEPTS AND APPROACHES

F. de Beer & H. Swanepoel
176 pages; 2013
ISBN: 978 0 627 03067 3 – R405.00
eISBN: 978 0 627 03194 6 – R364.50

An introduction to relevant issues, concepts and approaches, and their evolution, interpretation and application, in the field of community development. Includes questions for reflection and discussion, a reading list and a glossary for second-language users at the end of each chapter. Aimed at students and practitioners of community-based development.

Contents include the following:
• The origin and history of community development from an international and South African perspective
• Community development principles, policy, ethics, institutions and training
• Community development project management and evaluation
• The integrated development programme (IDP)
• All aspects of participatory planning, local economic development and sustainability
• The important role played by government and NGOs
DEVELOPMENT, CHANGE AND THE CHANGE AGENT – FACILITATION AT GRASSROOTS

Second edition
F. Theron & N. Mchunu (Editors)
458 pages; 2016
ISBN: 978 0 627 03402 2 – R655.00
eISBN: 978 0 627 03403 9 – R589.50

A holistic, people-centred approach to development and change, and the role of the change agent. Addresses the challenge of establishing authentic and empowering participation through grassroots facilitation. Aimed at development consultants, policy-makers, local government officials (change agents), NGOs/CBOs grassroots development facilitators, researchers, journalists and students in related fields.

Contents include the following:
- The agency–beneficiary partnership
- Understanding communities and enabling people
- Implementing the National Development Plan
- The community development worker as change agent
- The community health worker as grassroots change agent
- Participatory approaches in natural resources governance
- Action research methodology
DEVELOPMENT, THE STATE AND CIVIL SOCIETY IN SOUTH AFRICA

Third edition
I. Davids & F. Theron (Editors)
260 pages; 2014
ISBN: 978 0 627 03179 3 – R585.00
eISBN: 978 0 627 03287 5 – R526.50

A holistic, multidisciplinary approach to the fundamentals of development theory, policies, programmes/projects and practices, namely cooperation, participatory planning and public participation. Aimed at undergraduate and postgraduate students doing courses in development studies, social work and public administration.

Contents include the following:
- Poverty in South Africa
- Promoting people-centred development and good governance
- The role of developmental NGOs in South Africa
- The role of trade unions
- Integrated development planning
- Public participation
- Scientific writing skills and research methodology
ETHICS IN THE PUBLIC SECTOR

D.M. Mello (Editor)
166 pages; 2020
ISBN: 978 0 627 03685 9 – R330.00
eISBN: 978 0 627 03686 6 – R297.00

A unique look at the challenging issue of public sector ethics, at a time when South Africa is grappling with startling revelations of conduct by government officials that directly contradict the provisions of the Constitution of the Republic of South Africa, 1996. Includes discussions of two other African countries, Botswana and Namibia, to provide perspective. Aimed at students, officials and politicians.

Contents include the following:
• Theory and philosophical foundation of public sector ethics
• African context of ethics
• Policy framework for ethics
• Role players in ethics
• Causes of unethical behavior
• Remedies for unethical behaviour
GOVERNMENT AND POLITICS IN SOUTH AFRICA – COMING OF AGE
(NEW EDITION IN PREPARATION)

Fifth edition
C. Landsberg & S. Graham (Editors)
312 pages; 2017
ISBN: 978 0 627 03404 6 – R580.00
eISBN: 978 0 627 03405 3 – R522.00

An up-to-date introductory narrative on the contemporary political environment in South Africa. Examines and evaluates the processes and policies in place in this country. Aimed at undergraduate and postgraduate students as well as other interested observers to the complexities of South African politics and the governmental machinery that operates the country.

Contents include the following:
• The context of South African government and politics
• Parliament
• The executive
• The legal system and the judiciary
• Administering national government
• Provincial government in South Africa
• Local government
• Public policy making in South Africa
• Political parties and elections
• The political economy of South Africa in a global context
• South African foreign policy formulation, 2009–2016
A focus on the integration of functionally specialised agencies of government, business, labour and civil society into a holistic and efficient policy network. Deals with the complexities of transformational leadership while addressing optimal development and public services delivery, amid an ever-advancing digital era that is under increasing resource constraints. Includes references to the latest published South African and international resources. Aimed at students, researchers and practitioners in the field of public policy.

Contents include the following:

- What public policy is and should be
- Why and how public policy is created
- How public policy content, processes, outputs and outcomes can be improved to promote optimal good governance
- How to achieve sustainable developmental goals, particularly in complex developing countries
- Competing values and the ethics of public policy
- Corruption and nepotism
INTERGOVERNMENTAL RELATIONS IN SOUTH AFRICA

Second edition
S. Kahn, S. Madue & R. Kalema
424 pages; 2016
ISBN: 978 0 627 03406 0 – R520.00
eISBN: 978 0 627 03407 7 – R468.00

An examination of the way in which the different spheres of government relate to each other and the South African government’s quest to enhance effective and efficient service delivery. Uses four distinct approaches: constitutional/legal; democratic; financial; and normative/operational. Focuses on comparative intergovernmental relations (Botswana, Uganda, Ghana, UK and Germany) and provides practical steps for the promotion of well-grounded intergovernmental relations, sustainable capacity building and trustworthy political accountability. Includes case studies and questions. Aimed at students as well as practitioners.

Contents include the following:
• Concepts and government structures
• Models of intergovernmental relations
• Service delivery in South Africa
• Governmental relations with extragovernmental and international organisations
• Cooperative governance
• Governmental relations in BRICS countries
A step-by-step approach to the fundamentals of research. Guides the novice researcher through the research process, including how to choose the appropriate research methodology and how to adhere to the standards for conducting ethical research. Aimed at all students and researchers, across a variety of disciplines.

Contents include the following:

- Ethical practices in research
- Sources for scientific research topics
- Demarcation of the research problem
- Formulating a hypothesis
- Preparing for a literature review and the development of a theoretical framework
- Writing the research proposal
- Preliminary investigation and research techniques
- Data analysis
- Writing the research report
A fresh perspective on the management of human capital in the public sector, from recruitment to termination of services. Includes case studies and supports a problem-based learning approach. Aimed at students at both undergraduate and postgraduate levels, as well as human capital practitioners in the public sector.

Contents include the following:

- Acquisition and assimilation of employees into the workplace
- Affirmative action, employment equity and managing diversity
- Public sector compensation
- Performance management
- Training in the public sector
- Career management
- Talent and retention management
- Managing employee wellness in the workplace
MONITORING AND EVALUATION OF POLICIES, PROGRAMMES AND PROJECTS

Second edition
I.U. Ile, C. Elesia-Eke & C. Allen-Ile
235 pages; 2019
ISBN: 978 0 627 03515 9 – R400.00
eISBN: 978 0 627 03684 2 – R360.00

An examination of the key concepts and practices involved in performance tracking and evaluation. Addresses emerging trends as well as ways to institutionalise monitoring and evaluation to make it more participatory. Aimed at university students (particularly those in management and public administration) as well as practitioners and decision makers in public and private sector organisations.

Contents include the following:

- Monitoring and evaluation (M&E) in the context of public policy
- Practical guide for public policy M&E
- Programmes/projects and the results-based management approach
- Delivering results with developmental interventions
- Executing programme/projects
- A people-centred approach to improving policy M&E activities
- Institutionalling policy M&E in the organisation
- Deepening M&E practice through participation
- Using research in the M&E of policies, programmes and projects
- Developing M&E reports
A comprehensive text on the principles and best practice of municipal finance and accounting. Deals holistically with all the key features of municipal finance and accountancy, with emphasis on the principles of sound financial governance. Aimed at students, accounting officers, financial and non-financial officials and councillors.

Contents include the following:

- Legislative framework governing municipalities
- Municipal budgets
- GRAP standards and changes in important local government statutes
- Newly enacted legislation and amendments to existing legislation
- Impending legislation and new regulations
- Important MFMA circulars
- Municipal public accounts committees (MPACs)
- New approaches to grants
- Supply chain management reporting framework
ORGANISATIONAL ANALYSIS AND INTERGOVERNMENTAL RELATIONS – A SOUTH AFRICAN PERSPECTIVE

S. Madue & S. Lubinga (Editors)
165 pages; 2020
ISBN: 978 0 627 03687 3 – R320.00
eISBN: 978 0 627 03688 0 – R288.00

A discussion of how organisations work, how to conduct organisational analysis and how organisations can benefit from the advantages of intergovernmental relations in order to maximise productivity, effectiveness and profitability. Also explores how the relations between the spheres of government are affected by the shifting political environment in South Africa. Aimed at undergraduate students as well as practitioners of organisational analysis in both the private and the public sector.

Contents include the following:
- Organisational theories
- Principles of organising
- The need for organisational structure and the factors that influence it
- Organisational analysis tools and techniques
- Departmental structuring principles in South Africa
- Change management process and models
- The influence of the internal and external environments on the functioning of organisations
- Spheres of government
An in-depth look at procurement and supply chain management (SCM) in the public sector, with special reference to applicability in South Africa. Provides new ideas, concepts, case studies and practical experiences. Aimed at students, government officials, academics, researchers, consultants and other concerned parties.

Contents include the following:

- SCM challenges in the South African public sector
- Legislation governing public SCM
- Demand management
- Acquisition management
- Implementing bid committee systems
- Strategic sourcing and category management
- Managing inventory
- Logistics
- Asset and disposal management
- Risk management
- Contracts
- Electronic systems and e-procurement
- Performance monitoring and evaluation
- Sustainable public procurement
- Ethics
An examination of some enduring puzzles that have to do with the most important pillars of democracy: freedom, rights, equality, justice and legitimate authority. Explores complex debates relevant to the South African context in a simple and accessible manner. Aimed at first- and second-year undergraduate students.

Contents include the following:

- Democracy
- Freedom
- Equality
- Justice
- Rights
- Authority
- Final thoughts
STRATEGIC AND PERFORMANCE MANAGEMENT IN THE PUBLIC SECTOR

F. Minnaar
186 pages; 2010
ISBN: 978 0 627 02653 9 – R550.00
eISBN: 978 0 627 02905 9 – R495.00

A step-by-step presentation of the strategic and performance management process, starting with government policies and culminating in a comprehensive performance management system for 21st century government organisations. Includes practical examples, activities, relevant legislation boxes and supplementary material for further understanding. Aimed at public management students and public sector employees

Contents include the following:

• Mandate and strategy
• Strategic planning as a tool for performance planning
• Institutional vision and mission statements
• Performance indicators and targets
• SWOT analysis as a risk impact assessment tool
• The constitutional framework for intergovernmental planning synergy
• Strategy-based structural design
• Input vs outcome-based budgeting systems
• Monitoring and performance review
The powers and functions of the local sphere of government, what services communities are entitled to, and how councillors and officials could be made accountable for non-delivery of these services, under-performance or lack of pride in the quality of work done. Incorporates the most recent developments in this sphere of government and includes various practical examples as well as rulings of the Constitutional Court, policy statements and reports.

Aimed at undergraduate and postgraduate students studying municipal government and administration as well as aspiring and serving municipal councillors.

Contents include the following:

- Origins and characteristics of urban areas
- Functions and powers of municipal councils
- Coordinating structures, composition and objectives of municipal councils
- Municipal planning
- Municipal Finance Management Act (MFMA)
- Human resource administration and management
- Municipal associations and related institutions
- Public relations: functions and objectives
A study of the policies and practices required to give effect to South Africa’s constitutional provisions while also acknowledging the international requirements of the world of nations. Compiled in accordance with the new political and administrative system which commenced with the adoption of the Constitution of the Republic of South Africa, 1996. Includes key concepts and self-study questions for each chapter, as well as practical examples. Aimed at students and practitioners interested in the way in which the public sector in South Africa operates.

Contents include the following:
- The participants and the activities involved in policy making
- Constructing organisational structures
- Financing public sector activities
- The provision and appointment of human resources
- Establishing work procedures
- Exercising control to ensure that government’s stated goals are achieved
THE ORGANISATION OF GOVERNMENT – AN INTRODUCTION

J.S.H. Gildenhuys & A. Knipe
334 pages; 2000
ISBN: 978 0 627 02480 1 – R645.00
eISBN: 978 0 627 03156 4 – R580.50

An introduction to evaluating specific government systems, defining both their negative and positive characteristics and suggesting improvements, if necessary.

Contents include the following:

• Government systems
• Goals and objectives of government
• Government functions and services
• Alternative ways of providing government services
• Principles of good governance
• The legislature
• The executive authority and administration
• The judicial authority
• Parastatals
• Regional government
• Local government
• The African tribal system
• Governmental relations
PUBLIC FINANCIAL MANAGEMENT

J.S.H. Gildenhuyys
690 pages; 1997
ISBN: 978 0 627 01848 0 – R785.00

An authoritative work on the subject of financial management, both at central and local government levels. The approach followed is normative/descriptive, and the content is presented in a universally applicable and generic manner.

Contents include the following:

• Fundamental principles of public finance
• Organisational rules of public financial management
• Public revenue
• Public budgeting
• Financial activities
COMMUNITY-DRIVEN PROJECTS – REFLECTIONS ON A SUCCESS STORY

J. Phahlamohlaka (Editor)
222 pages; 2008
ISBN: 978 0 627 02730 7 – R390.00
eISBN: 978 0 627 02844 1 – R351.00

Community-driven projects: reflections on a success story tells the remarkable tale of an African community empowering itself with education and ICT. The Siyabuswa Educational Improvement and Development Trust (SEIDET), the product of a local initiative in South Africa’s Mpumalanga province, was initially conceived to remedy the shortcomings of science education at the local schools, but grew into a vibrant effort which continues to provide teenagers and adults with vital skills for participating in the modern economy.

While the first part of the book tells the story of the people, mostly volunteers, the second and third parts provide academic analyses of the reasons for SEIDET’s success, drawing and expanding on theories such as innovation theory, learning selection and activity theory. Clearly conceived and expressed, the different parts of this book bring out illuminating perspectives on the events.

This inspiring and informative book will be delightful reading for academics interested in the theories exemplified, and for governmental and non-governmental organisations concerned with the upliftment and empowerment of rural or hitherto disadvantaged communities. SEIDET was not a project through which well-meaning outsiders sought to achieve induced development; rather, it was the local community that felt the need for education and initiated and embraced ICT and other training. This is the secret of its success.

Contents include the following:

• The sociology of the Siyabuswa Educational Improvement and Development Trust (SEIDET)
• Explaining the developmental impact and success of SEIDET
• Academic research at SEIDET: lessons learnt and attempts to generalise
This book is a major contribution to our understanding of how demographic consolidation works. It skillfully integrates a broad comparative analysis of the roles played by such factors as economic performance, institutional engineering, civil society and mass support with detailed attention to the situation-specific factors influencing democratic consolidation in five different settings: Poland, East Germany, South Africa, Chile and South Korea. For lecturers only.

Sections include the following:
- Political society
- Economic society
- Civil society
- Historical memory
This informative study gives a general overview of the constitutional and legislative procedures involved in the democratisation process from 1994. Detailed case studies analyse the demarcation process in three major metropolitan areas: Cape Town, Johannesburg and Durban. For lecturers only.
As the title suggests, this book is an introduction to the study of local government finance. It is an enlightening work aimed primarily at undergraduate students studying local government and administration at universities, technikons and technical colleges.

Contents include the following:

- Why local governments need money
- The democratic tenets and principles guiding the management of local government finance
- The particular roles of a council, its executive committee and the administrative authority in managing local government finance
- The nature of local government property and other taxes
- User charges, consumer tariffs and nominal levies as other revenue sources
- Features and functions of local government budgets; debt management and loans administration; inventory management
- Intergovernmental financial relations and external financial control
This book deals with personnel administration as it is seen in the public sector of South Africa, and provides guidelines for the successful performance of numerous staffing functions. It serves as an appropriate publication for everybody engaged in the management of human resources or affected by the manner in which staffing functions are performed. Lecturers and students in public administration will find it particularly useful.
The world of the 21st century is not the world of the 20th century. A silent, yet all-embracing social revolution has swept the globe: a shift from the Industrial to the Information Age. With it, the underlying paradigms on which society, organisations and theories of management were built have largely lost their relevance.

Although much has been said and written about the need for governments to adapt to the new realities that have resulted from the transformed paradigms, the world lacks practical, tangible solutions for responding to these changes. This book concentrates on doing exactly that. It analyses the trends that may be regarded as manifestations of transition, as the world struggles to get to grips with deeply entrenched paradigms and traditional truths in order to deliver services effectively and restore the declining relationship between government and its clients - the Information Age citizenry.

The book is based on the notion that in order to meet the demands of the Information Age, service delivery organisations will have to respond to the demands of the environment. Based on this theory, the book analyses the applicability of traditional government bureaucracy and identifies current trends in the transformation of systems of governance, management and organisations. This book concludes by sketching a scenario based on the analysis of the systems and structures required for delivering services in the Information Age.
This book is about reorganising local government to comply with the need for efficient and effective local government and administration in the new democratic South Africa. The purpose of the book is to provide a practical guide and a new theoretical model for restructuring local government. The model is based on many years of both practical and academic experience and completely new thinking on organisational development.
Die Grondwet is die hoogste wet van die republiek en raak elke landsburger op verskeie maniere. Persoonlike regte word deur die Grondwet gewaarborg. Besonderhede oor die magte en pligte van die Parlement, die provinsiale wetgewer en plaaslike owerhede word in die Grondwet uiteengesit. In hierdie publikasie word die Grondwet in maklike taal verduidelik aan die mense vir wie dit geskryf is.
The Constitution is the supreme law of South Africa and affects you in different ways. Many of your rights are guaranteed in the Constitution. Particulars about the powers of parliament, your provincial legislature and your municipality for which you may vote, appear in the Constitution. The powers and duties of the government also appear in the Constitution. In this publication, the Constitution is explained briefly to the people for whom the Constitution has been written.
Research, Reference and Student Support
Studente word begelei om die skryf van akademiese tekste op 'n sistematiese wyse te benader; opdragte te ontleed en te beplan; relevante vakinhoud in te samel en met begrip te lees; navorsing, kennis en afleidings op 'n gestruktureerde wyse in goed geformuleerde taal weer te gee sodat dit 'n samehangende geheel vorm; en terugvoer op akademiese tekste te verwerk ten einde as akademiese skrywers te groei.

Inhoud:
- Ontleding van opdraginstruksies en beplanning van 'n akademiese skryfstuk
- Akademiese bronsoektogte en brongebruik
- Akademiese leesstrategieë, en die verwerking van inligting uit bronne
- Titels, inhoudsopgawes en inleidingsparagrawe
- Akademiese paragrawe in akademiese tekste
- Tekseenheid in akademiese tekste
- Struktuur van 'n akademiese slotparagraaf
- Wetenskaplike en akademiese skryfstyl
- Redigering van akademiese werkstukke en verwerking van terugvoer
ASSIGNMENT WRITING

J. Steyn (Editor)
54 pages; 2013
ISBN: 978 0 627 03129 8 – R170.00
eISBN: 978 0 627 03158 8 – R153.00

A concise guide to compiling assignments of a standard required by post-secondary school institutions. Uses practical examples to illustrate clearly how to approach and write assignments. Aimed at tertiary-level students.

Contents include the following:
• The process of assessing, planning, writing, editing and handing in an assignment
• Technical requirements, such as the use of scientific language, abbreviations, tables and figures as well as neatness and binding
• Referencing techniques and the compilation of a list of sources
• Formatting the document, from cover to cover
NEW PUBLICATION

COMMUNITY ENGAGEMENT RESEARCH IN SOUTH AFRICA – HISTORIES, METHODS, THEORIES AND PRACTICE

E.S. van Eeden, I. Eloff & H. Dippenaar (Editors)
555 pages; 2022
ISBN: 978 0 627 03793 1 – R525.00
eISBN: 978 0 627 03794 8 – R472.50

A look at a transformative model for community engagement, in which societal involvement is the driving force behind all research activities of a university. Prepares students to be agents for positive social change in all spheres of life.

Contents include the following:
• Reflections on the process of ethical co-creation of knowledge with community partners
• International collaboration in community intervention programmes
• Inclusive community engagement studies
• On the researcher–researched relationship in educational psychological research with vulnerable populations
• Engagement with mining-affected communities
• Moving community engagement in South Africa from rhetoric to reality through engaged scholarship
• Towards a live project framework for community engagement in South Africa
• The Sustainable Development Goals and community-based collaboration and research
DEVELOPING SOFT SKILLS FOR SUCCESS – A GUIDE FOR MODERN PROFESSIONALS

B.E. Jonker & N.D.P. Mtshelwane (Editors)
216 pages; 2021
ISBN: 978 0 627 03797 9 – R380.00
eISBN: 978 0 627 03798 6 – R342.00

A foundation for cultivating excellence in emerging leaders. Offers fresh, current and applicable content from a southern African perspective, including practical group and individual exercises to facilitate learning in an interactive, challenging and fun way. Aimed at students in higher education as well as practising professionals and managers.

Contents include the following:

• Setting goals for success
• Career self-management skills – employability and graduate attributes
• Career development for professional success
• Personal branding for professional success
• Digital skills development for success
• The art of professional networking for success
• Professional communication for success
• Managing a diverse workforce for success
• Organisational change for success
• Ethics for success
A theoretical and practical guide on how to conduct and report on research at undergraduate and postgraduate level. Uses the most current perspectives in the field, both locally and internationally, to facilitate the understanding and application of theories, goals, methods and strategies. Aimed at scholars, academics, researchers, and Master’s and doctoral students who are conceptualising and conducting research.

Contents include the following:

- Formulating research questions
- Conceptualising and writing research proposals
- Conducting a preliminary literature review
- Ethical considerations
- Interpreting data
- Sampling methods
- Basic probability rules
- Basic statistical methods and tests/techniques
- Employing online and technical instruments in the areas of literature review, data collection and data analysis
- Mixed-methods (avant garde) frameworks
NEW PUBLICATION

FUNDAMENTALS OF RESEARCH IN HUMANITIES, SOCIAL SCIENCES AND SCIENCE EDUCATION – A PRACTICAL STEP-BY-STEP APPROACH TO A SUCCESSFUL JOURNEY

E.O. Adu & C.I.O. Okeke (Editors)
284 pages; 2022
ISBN: 978 0 627 03883 9 – R420.00
eISBN: 978 0 627 03884 6 – R378.00

A step-by-step guide to the research endeavour, from the selection and formulation of a research problem, to the writing or reporting, to the publication of research results. Aimed at students and novice researchers.

Contents, among others, include the following:

- Identification and selection of a research topic
- Dynamics of a good research problem statement
- Designing the main and the sub-research questions
- The essence of the literature review
- Research designs: meaning, rationales and types
- The research study site
- Target population, samples and sample selection
- Data collection procedures
- Data analysis and interpretation procedures
- Ethical issues in humanities, social sciences and science education
- Presentation of research results
- Writing a good conclusion to a study
- Avoiding plagiarism and writing good references in research
A guide to the management of postgraduate research studies that is essential for every student who embarks on a Master’s degree or doctorate, irrespective of the field of study.

Contents include the following:

- Step 1: Getting started
- Step 2: Working with a supervisor
- Step 3: Scanning the field of study
- Step 4: Developing the research proposal
- Step 5: Managing research resources
- Step 6: Undertaking a comprehensive review of the literature
- Step 7: The research process
- Step 8: Organising and writing the thesis
A guide to identifying, observing and mastering research methods through the study of existing research reports (such as journal and conference papers, dissertations and theses) that have been used successfully at a number of universities and universities of technology. Provides exercises at the end of each chapter to encourage students to apply various research methods to research problems of their own. Aimed at senior students in information technology, including computer science, informatics and information systems, as well as new researchers outside the formal academic environment.

Contents include the following:

- Rational problem solving
- Project design
- Formalities, psychology, ethics and philosophy
- Research proposal
- Experiment design
- Using statistics
- Becoming an established researcher
A step-by-step approach to the fundamentals of research. Guides the novice researcher through the research process, including how to choose the appropriate research methodology and how to adhere to the standards for conducting ethical research. Aimed at all students and researchers, across a variety of disciplines.

Contents include the following:

- Ethical practices in research
- Sources for scientific research topics
- Demarcation of the research problem
- Formulating a hypothesis
- Preparing for a literature review and the development of a theoretical framework
- Writing the research proposal
- Preliminary investigation and research techniques
- Data analysis
- Writing the research report
An essential workbook for everyone wanting to reach their full potential, both personally and professionally. Explains how to manage social, academic and work environments effectively as the key to personal success. Aimed primarily at learners preparing to enter the world of work, and learners who are forming new types of relationships, redefining themselves and beginning to establish their identities as adults and workers.

Contents include the following:

- Student life and adjustment to life on campus, and lecture and study skills
- Self-directed learning, time management, career planning and motivation
- Coping with cultural diversity and change
- Conflict management, problem solving and decision making
- Interpersonal relationships and healthy living (including HIV and AIDS, drug abuse and pregnancy)
- Self-image, assertiveness and stress
- Critical and analytical thinking
- Helping skills, trauma, loss and bereavement
- CVs and portfolios, job searches and interviews
- Ethics and professional behaviour in the workplace
The unpacking of research as a technical and methodical process which starts with framing interesting questions and culminates in credible findings. Designed to take students beyond the messy experiential realm into what actually happens when getting registered, writing proposals, being examined and eventually crossing the stage to be capped. Aimed at all research students.

Contents include the following:

- Academic architecture and why history matters
- How to do it (research)
- Thematic techniques
- Ethnographic, reception, visual and textual methods
- Getting published
- Some words on deconstructing deconstruction
- Getting technically oriented
- Getting conceptually orientated
NAVORSING – ’N GIDS VIR DIE BEGINNERNAVORSER
(NUWE UITGAWE IN VOORBEREIDING)

I. Joubert, C. Hartell & K. Lombard (Redakteurs)
478 bladsye; 2016
ISBN: 978 0 627 03291 2 – R430.00
eISBN: 978 0 627 03483 1 – R387.00


Inhoud:
• Deel 1: Algemeen
• Deel 2: Kwalitatiewe navorsing
• Deel 3: Kwantitatiewe navorsing
• Deel 4: Addisionele benaderings tot navorsing
• Deel 5: Verslagdoening
NORME VIR AFRIKAANS – MODERNE STANDAARDAFRIKAANS

Sesde uitgawe
W.A.M. Carstens
550 bladsye; 2018
ISBN: 978 0 627 03609 5 – R590.00
eISBN: 978 0 627 03610 1 – R531.00

’n Naslaanbron met ’n fokus op die norme wat in gedagte gehou word by die praktiese gebruik van Afrikaans. Daar word rekening gehou met die geleidelike herstandaardisering van Afrikaans. Die riglyne van die elfde uitgawe van die Afrikaanse woordelys en spelreëls (2017) is volledig in hierdie uitgawe vervat.

Inhoud:
• Taalnorme: ’n algemene perspektief
• Universele norme
• Interne norme van Afrikaans: sintaksis en morfologie
• Interne norm van Afrikaans: semantiek
• Eksterne norm: die norm van spelling en interpunksie
• Eksterne norm: die norm van die standaardtaal
• Eksterne norm: die norm van taalsuiwerheid
• Eksterne norm: die norm van styl
• Eksterne norm: die norm van naslaanbronne en woordeboeke
• Konvensions by die skryf van korrespondensiestukke in Afrikaans
PERSONALFINANCE

C. Duvenhage & N. Keyser (Editors)
240 pages; 2021
ISBN: 978 0 627 03815 0 – R445.00
eISBN: 978 0 627 03816 7 – R400.50

A guide to good financial decision making that will empower people to manage their money better and so maximise their opportunities and lead more fulfilling lives. Encompasses many areas and core topics such as cash flow management, savings, debt, housing and planning for the future. Aimed at students as well as the average South African on the street needing guidance on managing household financial matters.

Contents include the following:
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M.M. Sefotho (Editor)
196 pages; 2018
ISBN: 978 0 627 03500 5 – R370.00
eISBN: 978 0 627 03501 2 – R333.00

An explanation of the relationship between philosophy and research with the objective of advancing critical thinking skills. Takes a practical, problem-solving approach to demystifying philosophy for education students at all levels of study. Sets out terminology and the origin of theories in the education curriculum within the context of South Africa’s history and societal change. Aimed at students and researchers across disciplines who want to understand the philosophical underpinnings of education and research.

Contents include the following:
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- Quality assurance in distance education and ethical imperatives
- Supporting students’ transition through the academic journey
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Fifth edition
C.B Fouché, H. Strydom & W.J.H. Roestenburg (Editors)
550 pages; 2021
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A comprehensive, local and easy-to-use guide to research. Highlights methodological decisions common to both the qualitative and quantitative approaches, those unique to each, and those which combine the two. Aimed at both novice and experienced researchers in the social sciences and human services professions.

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• Latest trends in thematic and narrative inquiry
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S. Mishi & A. Maredza
448 pages (provisional); 2023
ISBN: 978 0 627 04003 0
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• Qualitative research methods and application
• Mixed methods application
• How to write a research proposal
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An introduction to reading and contemplating published research. Introduces key concepts to promote better understanding and helps develop the conceptual knowledge and skills necessary to evaluate research carefully and critically. Aimed at students in the social sciences and education who want to learn more about reading and understanding research.

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- Reading for academic understanding
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N. Bak
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E. Henning, S. Gravett & W. van Rensburg
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• Managing the search for literature resources
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• Applying knowledge by making and managing notes
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• Developing an argument and an academic style
• Writing for a field study
• Integrating a field study with a literature study
FINDING YOUR WAY IN QUALITATIVE RESEARCH – A BEGINNER’S GUIDE

E. Henning, W. van Rensburg & B. Smit
192 pages; 2004
ISBN: 978 0 627 02545 7 – R485.00

An introduction to more than just methods and techniques in qualitative research. Also includes how to look for topics, position an investigation in a theoretical frame, practise writing as a process of conducting an inquiry, and develop a sense of self as social researcher. Builds competence through reading and doing. Aimed at novice researchers.

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• Capturing data through observation and in artefacts and documents
• Making meaning of data: analysis and interpretation
• Designing for optimal interpretation and validity
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Fourth edition
I. Uys
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C. Badenhorst
222 pages; 2010
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J. Mouton
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