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K. van Wyk, Z. Botha & I. Goodspeed (Editors)
432 pages; 2019
ISBN 978 0 627 03629 3 – R755.00
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ISBN: 978 0 627 03427 5 – R770.00
eISBN: 978 0 627 03448 0 – R693.00

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.

INTRODUCTION TO FINANCIAL DERIVATIVES
J.S. de Beer
186 pages; 2011
ISBN: 978 0 627 02813 7 – R510.00
eISBN: 978 0 627 03002 4 – R459.00

A concise introduction to the fundamentals and applications of financial derivatives. Provides a framework and reference guide that lays the foundation for more advanced studies and titles. Aimed at second-year students and short-course providers as well as students specialising in related disciplines.

OPERATIONAL RISK MANAGEMENT
Third edition
J. Young
244 pages; 2022
ISBN: 978 0 627 03914 0 – R505.00
eISBN: 978 0 627 03915 7 – R454.50

A guide to developing and implementing an operational risk management process that will support the achievement of business objectives in a way that proactively addresses risk exposures and identifies potential business opportunities. Attempts to bridge the gap between theoretical concepts and practical implementation. Aimed at students as well as managers interested in the management of operational risk.

Contents include the following:
- Introduction to risk, risk types and operational risk
- Operational risk management framework
- Development of an operational risk management function
- Operational risk identification
- Operational risk evaluation
- Operational risk control
- Operational risk financing
- Operational risk appetite
- Operational risk monitoring
- Operational risk management model

PERSONAL FINANCE
C. Duvenhage & N. Keyser (Editors)
240 pages; 2021
ISBN: 978 0 627 03815 0 – R490.00
eISBN: 978 0 627 03816 7 – R441.00

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
- Time value of money
- 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
TURNING VISION INTO VALUE – CORPORATE FINANCE FOR NON-FINANCIAL EXECUTIVES

M. Ward & A. Price
224 pages; 2006
ISBN: 978 0 627 02645 4 – R660.00
eISBN: 978 0 627 03047 5 – R594.00

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.

Contents include the following:
• The income statement and balance sheet
• Cash flow and profitability
• Activity
• Return on net assets (RONA) and return on total capital employed (ROCE)
• Return on equity (ROE)
• Growth and dividend policy
• Economic value added (EVA*)
• Market value added (MVA*)
• Valuation

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 – R750.00
eISBN: 978 0 627 03691 0 – R675.00

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

BUSINESS WAREHOUSE AND INVENTORY MANAGEMENT

P. Ramgovind & W. Engelbrecht (Editors)
454 pages; 2021
ISBN: 978 0 627 03833 4 – R660.00
eISBN: 978 0 627 03834 1 – R594.00

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

CONTEMPORARY ISSUES IN OPERATIONS AND SUPPLY CHAIN MANAGEMENT

M. Mkansi, N. McLennan & G. de Villiers (Editors)
297 pages; 2019
ISBN: 978 0 627 03590 6 – R615.00
eISBN: 978 0 627 03591 3 – R553.50

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
NEW EDITION

CONTRACT MANAGEMENT – AN INTRODUCTION
Third edition
G.H. Nieman (Editor)
123 pages; 2023
ISBN: 978 0 627 04053 5 – R355.00
eISBN: 978 0 627 04054 2 – R319.50

An introduction to the basic legal aspects of contracts, and the management principles of planning, organising, directing and control as an approach to managing them. 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. Aimed at students taking continuing education short courses as well as those in undergraduate programmes in the field of sourcing and supply chain management.

Contents include the following:
• Requirements for a valid contract
• Terms of a contract
• Breach of contract
• Remedies
• Drafting contracts
• The procurement process
• Strategic sourcing strategies
• Managing the contract content and process
• Organising the contract management department
• Job description and specifications of a contract manager

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 – R420.00
eISBN: 978 0 627 03798 6 – R378.00

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)
297 pages; 2020
ISBN: 978 0 627 03728 3 – R520.00
eISBN: 978 0 627 03729 0 – R468.00

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

ENTREPRENEURIAL SKILLS
Second edition
N.M. Mmako, W. Sambo & R. Shambare (Editors)
276 pages; 2021
ISBN: 978 0 627 03803 7 – R480.00
eISBN: 978 0 627 03804 4 – R432.00

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 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
ENTREPRENEURSHIP – A SOUTH AFRICAN PERSPECTIVE

Fifth edition
C. Nieuwenhuizen & T. Tselepis (Editors)
480 pages; 2023
ISBN: 978 0 627 04190 7 – R760.00
eISBN: 978 0 627 04191 4 – R684.00

A guide to becoming a successful entrepreneur. Describes new business creation within a South African context: the start-up process, the growth stages, and the challenges in the maturity phase of the business. Emphasises the post-modern trends of the business world, such as the prominent role of technology and the social impact of businesses. Aimed at students at all higher education institutions in South Africa as well as entrepreneurs, managers, management consultants and trainees, developers and presenters of in-house business courses.

Contents include the following:
- The nature and development of entrepreneurship and the entrepreneur
- Creativity, innovation and the window of opportunity
- Developing the business plan
- Start-up and resources for entrepreneurs
- Fair trade, competition and consumer protection
- Legislation and regulations affecting entrepreneurs
- Financing, growth and buyout of a business
- The Fourth Industrial Revolution, technology and e-commerce opportunities
- Family businesses, franchising and corporate entrepreneurship in South Africa

EXPLORE CREATIVITY AND INNOVATION – A STRUCTURED APPROACH FOR ENTREPRENEURS, MANAGERS AND OTHER GAME CHANGERS

Second edition
A. Antonites
278 pages; 2020
ISBN: 978 0 627 03786 3 – R545.00
eISBN: 978 0 627 03787 0 – R490.50

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

FOODSERVICE MANAGEMENT – AN AFRICAN PERSPECTIVE

S.M. Jooste & W.H. Engelbrecht (Editors)
356 pages; 2022
ISBN: 978 0 627 03936 2 – R545.00
eISBN: 978 0 627 03937 9 – R490.50

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
NEW EDITION

FUNDAMENTAL PRINCIPLES OF SUPPLY CHAIN MANAGEMENT
Second edition
S. Mbanje & J. Lunga (Editors)
250 pages; 2023
ISBN: 978 0 627 03805 1 – R470.00
eISBN: 978 0 627 03806 8 – R423.00
An in-depth discussion of the importance of supply chain management in both a global and local context and in all areas of business. Considers supply chain management from purchasing, operations and logistics perspectives. Aimed at supply chain management, transportation, logistics and public sector management students.

Contents include the following:
• Procurement
• Global logistics
• 4IR
• Public sector supply chain
• Quality
• Information technology
• Forecasting and demand management
• Customer service
• Inventory management
• Warehousing and transportation
• Sustainability

NEW EDITION

GENERAL MANAGEMENT
Second edition
J.A.A. Lazenby (Editor)
384 pages; 2020
ISBN: 978 0 627 03789 4 – R560.00
eISBN: 978 0 627 03790 0 – R504.00
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

NEW PUBLICATION

OFFICE ADMINISTRATION AND MANAGEMENT
B. Manyaga & T. Kufa
260 pages; 2023
ISBN: 978 0 627 04025 2 – R450.00
eISBN: 978 0 627 04026 9 – R405.00
A discussion of the essential aspects of the administration and management of the workplace environment in the era of the Fourth Industrial Revolution. Offers aspiring modern-day office professionals an opportunity to equip themselves with key administrative skills, and further exposes them to office etiquette and efficient office management techniques. Aimed at undergraduate students pursuing qualifications toward becoming office support personnel and/or office managers.

Contents include the following:
• Functions and responsibilities of administrators
• Business communication
• Professionalism and office etiquette
• Office design and layout
• Office records management/filing
• Basic administration of office finance
• Office management and planning, organising, leadership and control
• Diversity and decision making
• Relationship management and customer service
• Technology in the workplace
• The green office and ethics for office professionals

NEW PUBLICATION

PASSION, POWER AND PURPOSE – ENGAGING WITH STRATEGY IN YOUR ORGANISATION, AND YOUR LIFE
G. Sieff
240 pages; 2021
ISBN: 978 0 627 03854 9 – R475.00
eISBN: 978 0 627 03855 6 – R427.50
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
PROJECT MANAGEMENT FOR THE SERVICES SECTOR
P.N. Acha-Anyi (Editor)
388 pages; 2021
ISBN: 978 0 627 03916 4 – R685.00
eISBN: 978 0 627 03917 1 – R616.50
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 services sector

PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
I.M. Ambe & J.A. Badenhorst-Weiss (Editors)
408 pages; 2020
ISBN: 978 0 627 03675 0 – R715.00
eISBN: 978 0 627 03676 7 – R643.50
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
Eighth edition
J.A. Badenhorst-Weiss, J.O. Cilliers, W. Dlamini & I.M. Ambe (Editors)
384 pages; 2023
ISBN: 978 0 627 04187 7 – R755.00
eISBN: 978 0 627 4188 4 – R679.50
An introduction to basic and advanced concepts and management tools to 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 as well as resources and areas of application. Aimed at undergraduate students in this field as well as practitioners in business and supply chains.
Contents include the following:
• Purchasing and supply policies and strategies
• Price and cost analysis
• Assessment and selection of suppliers
• The management of quality
• Electronic commerce and purchasing applications
• Purchasing services
• Sustainable purchasing and supply management
• Supplier development

STRATEGIC LOGISTICS MANAGEMENT – A SUPPLY CHAIN MANAGEMENT APPROACH
Third edition
W. Niemann & G. de Villiers (Editors)
475 pages; 2022
ISBN: 978 0 627 03918 8 – R635.00
eISBN: 978 0627 03919 5 – R571.50
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 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
THE STRATEGIC MANAGEMENT PROCESS – A SOUTH AFRICAN PERSPECTIVE
Third edition
J.A.A. Lazenby (Editor)
438 pages; 2022
ISBN: 978 0 627 03902 7 – R715.00
eISBN: 978 0 627 03903 4 – R643.50
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

NEW EDITION
STRATEGIC MANAGEMENT – SOUTHERN AFRICAN CONCEPTS AND CASES
Fifth edition
T. Ehlers & J.A.A. Lazenby (Editors)
455 pages; 2023
ISBN: 978 0 627 04009 2 – R700.00
eISBN: 978 0 627 04010 8 – R630.00
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

STRATEGIC SUPPLY CHAIN MANAGEMENT
P. Ramgovind & W. Engelbrecht (Editors)
392 pages; 2022
ISBN: 978 0 627 03920 1 – R640.00
eISBN: 978 0 627 03921 8 – R576.00
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 – R725.00
eISBN: 978 0 627 03923 2 – R652.50
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
TRANSPORTATION MANAGEMENT – A SOUTHERN AFRICAN PERSPECTIVE

W. Engelbrecht & P. Ramgovind (Editors)
339 pages; 2020
ISBN: 978 0 627 03736 8 – R545.00
eISBN: 978 0 627 03737 5 – R490.50

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) toward 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.

UNDERSTANDING BUSINESS AND ETHICS IN THE SOUTH AFRICAN CONTEXT

(MNEW EDITION IN PREPARATION)

M. Rathbone (Editor)
342 pages; 2020
ISBN: 978 0 627 03677 5 – R485.00
eISBN: 978 0 627 03678 2 – R418.50

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.

HUMAN RESOURCE MANAGEMENT

NEW PUBLICATION

EMPLOYMENT RELATIONS IN SOUTH AFRICA – A PSYCHOLOGICAL PERSPECTIVE

M.A. Matjie
268 pages; 2023
ISBN: 978 0 627 04038 2 – R420.00
eISBN: 978 0 627 04039 9 – R378.00

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 toward 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.

NEW PUBLICATION

FOUNDATIONS OF PEOPLE METRICS AND ANALYTICS

R.M. Joseph (Editor)
355 pages; 2023
ISBN: 978 0 627 03981 2 – R565.00
eISBN: 978 0 627 03982 9 – R508.50

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.
HUMAN RESOURCE MANAGEMENT IN THE NEW WORLD OF WORK – MEETING THE CHALLENGES OF INDUSTRY 4.0

D. Kokt (Editor)
155 pages; 2021
ISBN: 978 0 627 03809 9 – R495.00
eISBN: 978 0 627 03948 5 – R445.50


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
(NEW EDITION IN PREPARATION)

M. Meyer & E. Krüger-Pretorius (Editors)
389 pages; 2018
ISBN: 978 0 627 03459 6 – R490.00
eISBN: 978 0 627 03460 2 – R441.00

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:
- Macroeconomic 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
(NEW EDITION IN PREPARATION)

N.M.H. Carrim & L. Moolman (Editors)
266 pages; 2020
ISBN: 978 0 627 03738 2 – R485.00
eISBN: 978 0 627 03739 9 – R436.50

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

ORGANISATIONAL BEHAVIOUR – A CONTEMPORARY SOUTH AFRICAN PERSPECTIVE

Fifth edition
A. Werner (Editor)
460 pages; 2020
ISBN: 978 0 627 03740 5 – R685.00
eISBN: 978 0 627 03741 2 – R616.50

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 – R540.00
eISBN: 978 0 627 03743 6 – R486.00

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

THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0 – R685.00
eISBN: 978 0 627 03931 7 – R616.50

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
- The history and development of psychological testing in South Africa

SOUTH AFRICAN EMPLOYMENT RELATIONS – THEORY AND PRACTICE

Ninth edition
P.S. Nel & M. Kirsten (Editors)
572 pages; 2020
ISBN: 978 0 627 03746 7 – R670.00
eISBN: 978 0 627 03747 4 – R603.00

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 employment relations management agenda

MARKETING, SALES AND TOURISM

BRAND MANAGEMENT – A SOUTHERN AFRICAN PERSPECTIVE

(NEW EDITION IN PREPARATION)

N. Cunningham (Editor)
364 pages; 2021
ISBN: 978 0 627 03715 3 – R535.00
eISBN: 978 0 627 03716 0 – R481.50

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
**NEW PUBLICATION**

CONSUMER BEHAVIOUR – A SOUTH AFRICAN PERSPECTIVE  
C. Williams & Y. Gowpall (Editors)  
410 pages ; 2023  
ISBN: 978 0 627 04021 4 – R540.00  
eBook: 978 0 627 04022 1 – R486.00

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

**FORTHCOMING**

DIGITAL MARKETING  
B. Stehler-Mulder (Editor)  
420 pages (provisional)  
ISBN: 978 0 627 04183 9  
eISBN: 978 0 627 04184 6

A high-quality, fresh and contemporary look at everything about digital marketing, with a focus on “learn by doing” that encourages students to complete tasks and activities using digital tools. Will include annually updated support material to keep current in this rapidly changing field.

Contents include the following:
- Trends shaping the marketing field
- Digital marketing transformation
- Technology, data and digital research
- Customercentricity and experience
- Digital strategy and planning
- Content creation

**DIRECTIONAL/STRATEGIC MARKETING PLANNING**  
D.B. Janse van Rensburg & G.A.P. Drotsky (Editors)  
392 pages; 2017  
ISBN: 978 0 627 03473 2 – R600.00  
eISBN: 978 0 627 03474 9 – R540.00

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)  
336 pages; 2020  
ISBN: 978 0 627 03734 4 – R575.00  
eISBN: 978 0 627 03735 1 – R517.50

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 – R630.00
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.

FORTHCOMING

INTERNATIONAL MARKETING

Y. Gowpall & M. Cant (Editors)
ISBN: 978 0 627 04181 5
eISBN: 978 0 627 04182 2

An introduction to international marketing from the perspective of local companies. Begins by focusing on analysis of the international trade environment and international research, before delving into strategy development across borders, barriers to international trade, considerations around international segmentation, targeting and positioning, and international product policy and development.

INTRODUCTION TO MARKETING – A SOUTHERN AFRICAN PERSPECTIVE

Second edition
N. Cunningham (Editor)
564 pages; 2022
ISBN: 978 0 627 03910 2 – R690.00
eISBN: 978 0 627 03911 9 – R621.00

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.

INTRODUCTION TO TOURISM PLANNING AND DEVELOPMENT – IGNITING AFRICA’S TOURISM ECONOMY

P.N. Acha-Anyi (Editor)
406 pages; 2018
ISBN: 978 0 627 03631 6 – R620.00
eISBN: 978 0 627 03632 3 – R558.00

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.
APPLIED PRINCIPLES OF MARKETING AND MARKETING MANAGEMENT
L.R.I. van Rensburg & C.F. De Meyer
122 pages; 2007
ISBN: 978 0 627 02693 5 – R475.00

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.

MARKETING IN SOUTH AFRICA – CONSUMER LANDSCAPES: CASES AND CONCEPTS
Fourth edition
J. Simpson & J. Lappeman (Editors)
304 pages; 2017
ISBN: 978 0 627 03328 5 – R450.00
eISBN: 978 0 627 03479 4 – R405.00

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 and postgraduate students of marketing.

AN INTRODUCTION TO TOURISM AND HOSPITALITY MANAGEMENT – A SERVICES APPROACH
U.P. Hermann & L. du Plessis
(Editors)
336 pages; 2016
ISBN: 978 0 627 03419 0 – R580.00
eISBN: 978 0 627 03420 6 – R522.50

An essential insight into planning, organising, leading and controlling 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.

CONTEMPORARY CASES IN SOUTHERN AFRICAN MARKETING
Third edition
H.B. Klopper & K. Viljoen (Editors)
156 pages; 2016
ISBN: 978 0 627 03328 5 – R450.00
eISBN: 978 0 627 03479 4 – R405.00

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.

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 – R575.00
eISBN: 978 0 627 03619 4 – R517.50

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 and postgraduate students of marketing.

Options available for purchasing individual case studies – speak to your consultant for more information.
EARLY CHILDHOOD EDUCATION

ASSESSMENT IN THE FOUNDATION PHASE
M. Naudé & R. Davin (Editors)
232 pages; 2017
ISBN: 978 0 627 03494 7 – R635.00
eISBN: 978 0 627 03495 4 – R571.50

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:
• Understanding classroom assessment in the 21st century
• 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

GELETTERTHEID IN DIE GRONDSLAGFASE

In die Grondslagfase, ouers wat tuisonder rig doen en dosente en tersiêre studente in die Grondslagfase.

Inhoud:
• Onderbring benaderings tot die onderrig van geletterdheid
• Onderbring van luister, praat, lees en kyk, skryf, dink en redee re
• Taalstruktur en -gebruik
• Handskrif: druk skrif en lopende skrif
• Klasskamer-aktiwiteite en idees vir assessering
• Benaderings en idees tot die vertel van stories
• Vrae aan die einde van elke hoofstuk vir selfstudie

LITERACY IN THE FOUNDATION PHASE

Third edition
I. Joubert (Editor)
364 pages; 2019
ISBN: 978 0 627 03639 2 – R635.00
eISBN: 978 0 627 03640 8 – R571.50

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 handskriftpie voorsien

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

(New Edition in Preparation)

Third edition
C. Meier & P. Marais (Editors)
388 pages; 2018
ISBN: 978 0 627 03532 6 – R635.00
eISBN: 978 0 627 03533 3 – R571.50

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

RESOURCE DEVELOPMENT – A PRACTICAL GUIDE FOR TEACHERS

C. Meier (Editor)
204 pages; 2020
ISBN: 978 0 627 03722 1 – R370.00
eISBN: 978 0 627 03723 8 – R333.00

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 – R600.00
eISBN: 978 0 627 03824 2 – R540.00

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 – R600.00
eISBN: 978 0 627 03672 9 – R540.00

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)
400 bladsye; 2020
ISBN: 978 0 627 03774 0 – R600.00
eISBN: 978 0 627 03788 7 – R540.00

’n Essentiële gids tot die basiese wiskunde beginsels wat internasionaal sowel as nasionale toegespits word, met ’n indiegte-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 verwverwing 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
• Dankbaarheid 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 – R520.00
eISBN: 978 0 627 03765 8 – R468.00

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)
496 pages; 2020
ISBN: 978 0 627 03724 5 – R600.00
eISBN: 978 0 627 03725 2 – R540.00

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)

THE YOUNG CHILD IN CONTEXT – A PSYCHO-SOCIAL PERSPECTIVE

Revised second edition
M.W. de Witt
444 pages; 2021
ISBN: 978 0 627 03829 7 – R625.00
eISBN: 978 0 627 03830 3 – R562.50

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
ASPECTS OF EDUCATION LAW

Fifth edition
I.J. Oosthuizen & M.H. Smit (Editors)
458 pages; 2020
ISBN: 978 0 627 03766 5 – R655.00
eISBN: 978 0 627 03767 2 – R589.50

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
• Post-school education and training
• Foundations of research in education law

FORTHCOMING

COMPARATIVE AND INTERNATIONAL EDUCATION
C.C. Wolhuter (Head Editor)
256 pages (provisional)
ISBN: 978 0 627 04194 5
eISBN: 978 0 627 04195 2

An introduction to comparative and international education. Covers the theoretical and epistemological foundations of the field, themes currently high on the research agenda as well as national education systems on all continents.

Contents include the following:
• Theoretical foundations
• Area studies
• Thematic studies

CREATING SAFE AND EFFECTIVE CLASSROOMS
R. Joubert (Editor)
187 pages; 2013
ISBN: 978 0 627 03099 4 – R460.00
eISBN: 978 0 627 03168 7 – R414.00

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. Aimed at both student teachers and those already in practice.

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
(NEW EDITION IN PREPARATION)
Third edition
S.A. Coetzee & E.J. van Niekerk (Editors)
333 pages; 2019
ISBN: 978 0 627 03653 8 – R575.00
eISBN: 978 0 627 03654 5 – R517.50

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.

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
SCHOOLS AS ORGANISATIONS
Fifth edition
P.C. van der Westhuizen (Editor)
382 pages; 2021
ISBN: 978 0 627 03876 1 – R680.00
eISBN: 978 0 627 03877 8 – R612.00
A discussion of how the presence of people within a school gives it a unique character of community 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.

AN EDUCATOR’S GUIDE TO SCHOOL MANAGEMENT-LEADERSHIP SKILLS
Second edition
I. van Deventer (Editor)
528 pages; 2016
ISBN: 978 0 627 03373 5 – R655.00
eISBN: 978 0 627 03374 2 – R589.50
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.

INLEIDING TOT DIE ONDERWYSREG
Hersiene derde uitgawe
I.J. Oosthuizen (Redakteur)
244 bladsye; 2019
ISBN: 978 0 627 03657 6 – R375.00
eISBN: 978 0 627 03658 3 – R337.50
’n Gids tot die arbeidswetgewing wat betrekking het op die onderwysomgewing, insluitend wetswysings na aanleiding van veranderde omstandighede binne die onderwys en die implikasies daarvan. Gerig op onderwysers, skoolhoofde, skoolbeheerliggame en ander betrokke partye.

INTRODUCTION TO EDUCATION LAW
Revised third edition
I.J. Oosthuizen (Editor)
240 pages; 2019
ISBN: 978 0 627 03659 0 – R375.00
eISBN: 978 0 627 03660 6 – R337.50
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:
• 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
COMMUNICATION, CULTURE AND THE MULTILINGUAL CLASSROOM

Second edition
R. Evans (Editor)
182 pages, 2015
ISBN: 978 0 627 03306 3 – R420.00
eISBN: 978 0 627 03313 1 – R378.00

A useful and enriching guide that equips the prospective teacher with the necessary communication and classroom literacies to follow a policy of additive multilingualism 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, isiZulu and isiXhosa. 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 – R580.00
eISBN: 978 0 627 03794 8 – R522.00

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)
262 pages; 2017
ISBN: 978 0 627 03391 9 – R480.00
eISBN: 978 0 627 03392 6 – R432.00

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. Also offers a section on Africanisation for each art form. 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 – R375.00
eISBN: 978 0 627 03749 8 – R337.50

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
**NUWE UITGAWE**

**KURRIKULUMSTUDIES IN KONTEKS**

Tweede uitgawe

C. Booyse, E. du Plessis & M. Maphalala (Redakteurs)

W Bron (Vertaler)

182 bladsye; 2023

ISBN: 978 0 627 04140 2 – R375.00

eISBN: 978 0 627 04141 9 – R337.50

Die inhoud sluit die volgende in:

- Teoretiese raamwerke vir kurrikulumontwikkeling
- Die verstaan van die kurrikulum binne konteks
- Die rol van ubuntu-beginsels by kurrikulumontwerp en innovering
- Inagning van beleid by die interpretasie en implementering van ‘n kurrikulum
- Praktiese riglyne vir kurrikulum-innovasie om doeltreffende onderrig, leer en assessoring te bevorder

**DIDACTICS – THE ART AND SCIENCE OF TEACHING**

Second edition

T. de Jager

192 pages; 2019

ISBN: 978 0 627 03655 2 – R395.00

eISBN: 978 0 627 03656 9 – R355.50

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 – R510.00

eISBN: 978 0 627 03220 2 – R459.00

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

**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 – R465.00

eISBN: 978 0 627 03884 6 – R418.50

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:

- 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)
272 pages; 2023
ISBN: 978 0 627 04089 4 – R490.00
eISBN: 978 0 627 04090 0 – R441.00

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

HELP! EK IS ‘N STUDENTEONDERWYSER
E.R. du Toit, L.P. Louw & L. Jacobs (Redakteurs)
287 pages; 2023
ISBN: 978 0 627 04089 4 – R490.00
eISBN: 978 0 627 04090 0 – R441.00


Inhoud:
• Waargedrewe skole
• Die studente-onderwyser en die onderwyskonteks
• Ontwikkeling van fasiliteringsvaardighede
• Ontwikkeling van die kritiese denker
• Doeltreffende implementering van opvoedkundige media
• Integrasie van inligtings- en kommunikasietechnologie in jou onderrig
• Skooladministrasie-bestuurstelsel
• Klasskamerassessering
• Beplanning van jou les
• Dissipline in en om die klaskamer
• Die studente-opvoeder en die reg

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 – R480.00
eISBN: 978 0 627 03454 1 – R441.00

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
• Colonialist settlement, cultural sentiment and intergroup relations

VERSKYN BINNEKORT
C. Le Hanie & S. Bester (Redakteurs)
ISBN: 978 0 627 04137 2
eISBN: 978 0 627 04138 9

‘n Gids tot Kurrkulumstudies. Voorbeeld se word gebruik sodat teorie nie abstrak beskou word nie en beter begryp kan word deur die teikengroep. Gerig op onderwysstudente asook kurrkulumontwikkelaars, onderwysbeplaners en gehalteversekeringsbeambtes.

Inhoud:
• Kurrkulumteorie
• Contemporêre tendense in Kurrkulumstudies
• Kurrkulumontwikkeling op makro-, meso-, en mikrovlak
• Voorbeeld van kurrkulumontwikkeling
• Vergelykende Kurrkulumstudies
• Integrering van digitale tegnologiese
• Onderrig en leer vir 21ste eeu-vaardighede, sonder tegnologie
• Assesering: teoretiese grondslae en praktiese toepassings
• Institusionele navorsing
• Herkurrkulerings op tersiêre vlak
• Gehalteversekering
**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 – R630.00  
eISBN: 978 0 627 03662 0 – R567.00

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:**  
- 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

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**LIFE ORIENTATION FOR SOUTH AFRICAN TEACHERS**

(NEW EDITION IN PREPARATION)

Second edition  
M. Nel (Editor)  
491 pages; 2018  
ISBN: 978 0 627 03575 3 – R625.00  
eISBN: 978 0 627 03576 0 – R562.50

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

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**MATHEMATICS FOR EDUCATORS**

H. Niewoudt, S. Niewoudt & A. Roux (Editors)  
256 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
NEW PUBLICATION

MANAGING THE MICROTEACHING PROCESS – A PRACTICAL GUIDE TO TEACHING PRACTICE PREPARATION

C.I.O. Okeke, E.O. Adu, M. Mnancac & C.S. Ugwuanyi (Editors)
267 pages ; 2023
ISBN: 978 0 627 04049 8 – R460.00
eISBN: 978 0 627 04050 4 – R414.00
A resource developed to support the teaching practice module of pre-service teaching programmes offered at tertiary institutions in South Africa and other African countries. Provides lecturers and students, in both face-to-face and open distance learning environments, with the opportunity to participate in simple, carefully planned teacher training tasks. Develops teaching knowledge and skills through practising in a controlled environment. Aimed at pre-service teachers.

Contents include the following:
• Entry behavioural skills
• Lesson induction
• Skills of explanation
• Planning and presenting a lesson
• Receiving feedback
• Teacher and learner activities
• Skills of assessment
• e-Portfolios

MEANINGFUL ASSESSMENT FOR 21ST CENTURY LEARNING

P.G. Warnich, C. Bosch & A. Golightly (Editors)
304 pages; 2022
ISBN: 978 0 627 03693 4 – R470.00
eISBN: 978 0 627 03694 1 – R430.00
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

(NEW EDITION IN PREPARATION)

Second edition
E.M. Lemmer, C. Meier & J.N. van Wyk
208 pages; 2012
ISBN: 978 0 627 02950 9 – R380.00
eISBN: 978 0 627 03230 1 – R342.00
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)
181 pages; 2019
ISBN: 978 0 627 03695 8 – R340.00
eISBN: 978 0 627 03696 5 – R306.00
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
MULTILITERACIES IN EDUCATION – SOUTH AFRICAN PERSPECTIVES
A. Engelbrecht (Editor)
212 pages; 2019
ISBN: 978 0 627 03620 0 – R365.00
eISBN: 978 0 627 03621 7 – R328.50

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.

PHILOSOPHY IN EDUCATION AND RESEARCH – AFRICAN PERSPECTIVES
M.M. Sefotho (Editor)
192 pages; 2018
ISBN: 978 0 627 03500 5 – R410.00
eISBN: 978 0 627 03501 2 – R369.00

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.

NEW PUBLICATION

SCIENCE TEACHER LEARNING FOR THE 21ST CENTURY AND BEYOND
N. Petersen, U. Ramnarain, L. Mavuru, D. Kruger & A. Lubbe
288 pages; 2023
ISBN: 978 0 627 04011 5 – R525.00
eISBN: 978 0 627 04012 2 – R472.50

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:
- Responsible talk in science
- Lesson planning and microteaching
- Science teacher pedagogical content knowledge
- Assessment for 21st century science learning
- Learning progresses in science
- Talking, reading and writing in the science classroom
- The affordances of indigenous knowledge in addressing diversity and inclusion in the science classroom
- Advanced learning technologies in science teaching
- Improvisation in the science classroom
- Integrating science education and environmental education through active learning
- The science teacher as a reflective practitioner and action researcher

SOCIETAL ISSUES IN THE CURRICULUM
B. Geduld & D. Jagals (Editors)
184 pages; 2021
ISBN: 978 0 627 03813 6 – R265.00
eISBN: 978 0 627 03814 3 – R238.50

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 – R715.00
eISBN: 978 0 627 03503 6 – R643.50

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

TEACHING LIFE SKILLS IN THE INTERMEDIATE PHASE

C. Jordaan & M. Naudé (Editors)
400 pages; 2018
ISBN: 978 0 627 03624 8 – R580.00
eISBN: 978 0 627 03625 5 – R522.00

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)
128 pages; 2020
ISBN: 978 0627 03754 2 – R200.00
eISBN: 978 0 627 03755 9 – R180.00

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. Wolhuter & D. Vos (Editors)
196 pages; 2020
ISBN: 978 0627 03770 2 – R325.00
eISBN: 978 0 627 03771 9 – R292.50

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
EDUCATION PSYCHOLOGY

ADDRESSING BARRIERS TO LEARNING – A SOUTH AFRICAN PERSPECTIVE

Fourth edition
E. Landsberg, D. Krüger & E. Swart (Editors)
624 pages; 2019
ISBN: 978 0 627 03649 1 – R740.00
eISBN: 978 0 627 03650 7 – R666.00

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.

BELIEVE THAT ALL CAN ACHIEVE – INCREASING CLASSROOM PARTICIPATION IN LEARNERS WITH SPECIAL SUPPORT NEEDS

Third edition
J. Bornman
360 pages; 2021
ISBN: 978 0 627 03791 7 – R635.00
eISBN: 978 0 627 03792 4 – R571.50

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.

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 – R310.00
eISBN: 978 0 627 03935 5 – R279.00

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.

HOW TO SUPPORT ENGLISH SECOND LANGUAGE LEARNERS – FOUNDATION AND INTERMEDIATE PHASE

(NEW EDITION IN PREPARATION)

M. Nel (Editor)
132 pages; 2015
ISBN: 978 0 627 03295 0 – R310.00
eISBN: 978 0 627 03319 3 – R279.00

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-education 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.
NEW PUBLICATION

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

R.G. Ledwaba & M. Mophosho (Editors)
268 pages; 2022
ISBN: 978 0 627 03811 2 – R420.00
eISBN: 978 0 627 03812 9 – R378.00

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

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 – R625.00
eISBN: 978 0 627 03933 1 – R562.50

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)
272 pages; 2018
ISBN: 978 0 627 03526 5 – R585.00
eISBN: 978 0 627 03527 2 – R526.50

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 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 – R440.00
eISBN: 978 0 627 03826 6 – R396.00

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
NEW PUBLICATION

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

D. Sekao
123 pages; 2023
ISBN: 978 0 627 03908 9 – R320.00
eISBN: 978 0 627 03909 6 – R288.00

An approach to teaching as a collaborative enterprise which involves planning, delivering, reflecting on and improving a lesson. Introduces the theoretical perspectives of Lesson Study and then guides the reader through its application to learning activities in the classroom. Aimed at pre-service and in-service teachers.

Contents include the following:
• Introducing the Lesson Study model for teacher professional development: origin, purpose and glocalisation
• Identifying the goal of the research lesson: diagnostic assessment and analysis
• Collaborative research lesson planning
• Lesson presentation
• Lesson observation
• Reflective practice: a professional introspection for professional growth
• Affordances, constraints and misconceptions of Lesson Study: key considerations for improved implementation

A TEACHER’S GUIDE TO THE SIAS DOCUMENT – LESS PAPERWORK, MORE TEACHING

L. Preston & W. van der Merwe
112 pages; 2021
ISBN: 978 0 627 03837 2 – R195.00
eISBN: 978 0 627 03838 9 – R175.50

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:
• 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
21ST CENTURY PSYCHOLOGY FOR NURSES – AN INTRODUCTION

(NEW EDITION IN PREPARATION)

Second edition
A. van Vuren (Editor)
295 pages; 2018
ISBN: 978 0 627 03506 7 – R545.00
eISBN: 978 0 627 03507 4 – R490.50

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

BIOETHICS, MEDICAL LAW AND HUMAN RIGHTS – A SOUTH AFRICAN PERSPECTIVE

Third edition
K. Moodley (Editor)
390 pages; 2023
ISBN: 978 0 627 04131 0 – R795.00
eISBN: 978 0 627 04132 7 – R715.50

An overview of the conceptual background and analytic skills necessary to assist with the resolution of ethical dilemmas encountered in the South African health care environment. Assists health care teams to identify and analyse ethical, moral and value concepts, and to apply these concepts 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:
- Theories and principles of ethics (including African philosophy), medical law, health and human rights, and the transition from theory to practice
- Specific topics in health care that raise challenges from an ethics perspective – HIV/AIDS, organ transplantation, mental health care, euthanasia, human reproduction, genetics and considerations when working with children
- Important contemporary issues such as emerging biotechnologies (including genomics), big data and artificial intelligence, pandemic ethics and climate change

BRINK’S STATISTICS FOR HEALTH PROFESSIONALS

(PREVIOUSLY PUBLISHED AS STATISTICS FOR NURSES)

G. van Rensburg & D. van Zyl
181 pages; 2023
ISBN: 978 0 627 03752 8 – R360.00
eISBN: 978 0 627 03753 5 – R324.00

A practical guide to fundamental statistics and techniques used by researchers in the health sciences. Provides emerging researchers with a foundation for applying basic descriptive and inferential statistical techniques to real-life questions in any health sciences context.

Contents include the following:
- Using sampling and estimation in health research and practice
- Uses and misuses of statistics
- Grouping of data (frequency distributions)
- Measures of central tendency
- Measures of variation or dispersion
- The normal distribution curve and standard scores
- Visual presentation of data
- Elementary probability
- Bivariate correlation
- Hypothesis testing with nominal-level data, ordinal-level data and interval-level data
- Reliability and validity
**NEW EDITION**

**CLINICAL OBSTETRICS – A SOUTH AFRICAN PERSPECTIVE**

Fifth edition  
H.S. Cronje & H. Lombaard (Editors)  
888 pages; 2023  
ISBN: 978 0 627 03780 1 – R1010.00  
etISBN: 978 0 627 03781 8 – R909.00

An authoritative and up-to-date textbook dealing with current obstetric practice, focusing specifically on conditions and problems prevailing in South Africa. Covers a wide range of topics from physiological adaptations, diagnosis and management of normal pregnancy and delivery, to teratogenesis, red cell allo-immunisation, congenital abnormalities and preterm labour.

**Contents include the following:**  
- Scientific foundation of obstetrics  
- Normal obstetrics  
- Abnormal obstetrics  
- Medical and surgical conditions  
- Diagnostic procedures in obstetrics  
- Critical care obstetrics  
- General topics

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**CONTRACEPTION – A SOUTH AFRICAN PERSPECTIVE**

G. Dreyer (Editor)  
180 pages; 2012  
ISBN: 978 0 627 02776 5 – R545.00  
etISBN: 978 0 627 03034 5 – R490.50

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

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**CONTRACEPTION – THEORY AND PRACTICE**

Fourth edition  
C.F.J. Grobler  
196 pages; 2003  
ISBN: 978 0 627 02502 0 – R535.00  
etISBN: 978 0 627 03152 6 – R481.50

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

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**ESSENTIAL GYNAECOLOGY**

Z. Abdool & L. Snyman (Editors)  
316 pages; 2022  
ISBN: 978 0 627 03906 5 – R580.00  
etISBN: 978 0 627 03907 2 – R522.00

An in-depth presentation of core knowledge aligned with clinical application for the treatment of relevant gynaecological conditions. Offers fundamental information for the MBBCh 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  
154 pages; 2002  
ISBN: 978 0 627 02523 5 – R480.00

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 – R480.00

**FORTHCOMING**

**HANDBOOK FOR NURSE MANAGEMENT**

S. Vasuthevan & Z. Nkosi (Editors)  
ISBN: 978 0 627 04171 6  
eISBN: 978 0 627 04172 3

A guide to the administrative competencies required of nurse managers, built round the South African Nursing Council competency framework and incorporating contributions from public and private nursing institutions.

**Contents include the following:**  
- Health care services of South Africa  
- The role of the nurse in health care delivery  
- Finance for nursing managers (non-financial managers)  
- Staffing models and management  
- Staff management and engagement  
- Clinical leadership and coordination  
- Quality of care  
- Efficient use of resources  
- Managing teaching and learning  
- Nursing of the future

**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 – R975.00  
eISBN: 978 0 627 02910 3 – R877.50

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

**HANDBOOK FOR THE MANAGEMENT OF BREAST CANCER IN A GENERAL HOSPITAL**

J. Edge & I. Buccimazza (Editors)  
150 pages; 2019  
ISBN: 978 0 627 03697 2 – R270.00  
eISBN: 978 0 627 03698 9 – R243.00

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
HEALTH AND HEALTH CARE IN SOUTH AFRICA
Second edition
H.C.J. van Rensburg (Editor)
740 pages; 2012
ISBN: 978 0 627 03013 0 – R890.00
eISBN: 978 0 627 03036 9 – R882.00
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

HEALTH, ILLNESS AND DISABILITY – PSYCHOSOCIAL APPROACHES
Second edition
448 pages; 2010
E. Ross & A. Deverell
ISBN: 978 0 627 02750 5 – R745.00
eISBN: 978 0 627 02866 3 – R670.50
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. Emphasis on 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)
372 pages; 2017
ISBN: 978 0 627 03269 1 – R685.00
eISBN: 978 0 627 03316 2 – R616.50
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

MEDICAL TERMINOLOGY FOR STUDENTS OF THE HEALTH PROFESSIONS
Third edition
376 pages; 2018
ISBN: 978 0 627 03595 1 – R625.00
eISBN: 978 0 627 03596 8 – R562.50
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)
368 pages; 2021
ISBN: 978 0 627 03835 8 – R680.00
eISBN: 978 0 627 03836 5 – R612.00

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 IN PREPARATION)

Sixth edition
D. du Toit & E. le Roux
340 pages; 2019
ISBN: 978 0 627 03669 9 – R515.00
eISBN: 978 0 627 03670 5 – R463.50

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

FORTHCOMING

PRIMARY CARE NURSE SPECIALIST GUIDE

T. Crowley, D. Kitshoff & M. Williams
256 pages; 2024
ISBN: 978 0 627 04017 7
eISBN: 978 0 627 04018 4

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 IN PREPARATION)

Second edition
K. Jooste (Editor)
436 pages; 2018
ISBN: 978 0 627 03277 6 – R780.00
eISBN: 978 0 627 03510 4 – R702.00

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)
378 pages; 2022
ISBN: 978 0627 03819 8 – R580.00
eISBN: 978 0 627 03820 4 – R522.00

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.

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 – R725.00
eISBN: 978 0 627 02957 8 – R652.50

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.

SOUTH AFRICAN FAMILY PRACTICE MANUAL

Fourth edition
B. Mash, H. Brits, M. Naidoo & T.Ras (Editors)
838 pages; 2023
ISBN: 978 0 627 03979 9 – R960.00
eISBN: 978 0 627 03980 5 – R864.00

A practical text that focuses on the “how to” of working in the district health services. Includes the core clinical skills which registrars in family medicine need to acquire during their training as well as additional skills relevant to family practice in different settings. Is also relevant to other clinicians working in district health services, such as medical officers, general practitioners, nurse practitioners and clinical associates, in both primary health care and district hospital environments.

A TEXTBOOK FOR MIDWIVES

Second edition
A.G.W. Nolte (Editor)
720 pages; 2023
ISBN: 978 0 627 02246 3 – R655.00
eISBN: 978 0 627 03898 3 – R562.50

A comprehensive guide to basic midwifery, incorporating the latest maternity (2016) and other relevant South African guidelines as well as updated medication lists and pharmacology protocols. Has been carefully revised by experts in the field to reflect new practices and theory. Aimed at students doing the Advanced Diploma in Midwifery, which is at NQF level 7, and the BNurse qualification.
COMMUNICATION AND MEDIA STUDIES

ADVANCED COMMUNICATION SKILLS – FOR ORGANISATIONAL SUCCESS
Second edition
M. Swart, M. Hairbottle, R. Scheün, L. Erasmus-Kritzinger & V. Mona
480 pages; 2019
ISBN: 978 0 627 03711 5 – R570.00
eISBN: 978 0 627 03949 2 – R513.00

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.

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
304 pages; 2020
ISBN: 978 0 627 03712 2 – R630.00
eISBN: 978 0 627 03712 2 – R567.00

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

EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE
Second edition
M. Swart, M. Hairbottle, R. Scheün & L. Erasmus-Kritzinger
440 pages; 2019
ISBN: 978 0 627 03100 7 – R370.00
eISBN: 978 0 627 03707 8 – R333.00

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
EFFICIENT COMMUNICATION – EMPOWERING THE WORKFORCE N4
Second edition
M. Swart, M. Hairbottle, R. Scheun & L. Erasmus-Kritzinger
440 pages; 2019
ISBN: 978 0 627 03100 7 – R370.00
eISBN: 978 0 627 03707 8 – R333.00
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

EFFICIENT COMMUNICATION – EMPOWERING THE WORKFORCE N5
M. Swart, M. Hairbottle & R. Scheun
446 pages; 2021
ISBN: 978 0 627 03799 3 – R355.00
eISBN: 978 0 627 03800 6 – R319.50
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

EFFICIENT COMMUNICATION – EMPOWERING THE WORKFORCE N6
M. Swart, M. Hairbottle & R. Scheun
342 pages; 2022
ISBN: 978 0 627 03801 3 – R355.00
eISBN: 978 0 627 03802 0 – R319.50
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

ESSENTIAL BUSINESS COMMUNICATION – COMMUNICATING WITH A VISION
Third edition
D. Shober
224 pages; 2019
ISBN: 978 0 627 03635 4 – R465.00
eISBN: 978 0 627 03636 1 – R418.50
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 – R490.00

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

NEW MEDIA IN THE INFORMATION SOCIETY

Z. Lesame, B. Mbatha & S. Sindane (Editors)
229 pages; 2012
ISBN: 978 0 627 02997 4 – R640.00
eISBN: 978 0 627 03010 9 – R576.00

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:
• 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

STRATEGIC INTEGRATED COMMUNICATION

D. Mulder & I. Niemann-Struweg (Editors)
248 pages; 2015
ISBN: 978 0 627 03293 6 – R635.00
eISBN: 978 0 627 03358 2 – R571.50

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.

LANGUAGES

DOGS IN SOUTHERN AFRICAN LITERATURES

D. Wylie & J. Barendse (Editors)
212 pages; 2018
ISBN: 978 0 627 03663 7 – R270.00
eISBN: 978 0 627 03664 4 – R243.00

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
• History, politics and dogs in Zimbabwean literature, c.1975–2015
• Wilderness and colonialism in “The Story of Two Dogs” by Doris Lessing
**A HISTORY OF SOUTH AFRICAN LITERATURE – AFRIKAANS LITERATURE PART 2: THE PERIOD OF EMANCIPATION 1900–1930**

J. Koch

528 pages; 2022
ISBN: 978 0 627 03928 7 – R825.00
eISBN: 978 0 627 03929 4 – R742.50

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)

278 pages; 2017
ISBN: 978 0 627 03643 9 – R505.00
eISBN: 978 0 627 03644 6 – R454.50

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**

W.A.M. Carstens & N. Bosman (Redakteurs)

569 bladsye; 2017
ISBN: 978 0 627 03438 1 – R725.00
eISBN: 978 0 627 03437 4 – R652.50

Inhoud en konsepte strek van die ontstaan en aard van die Afrikaanse taal, leksikografie en dokument-ontwerp tot fonetiek, fonologie, morfologie, semantiek, taalverwerwing en die normatiewe taalkunde. Al die bestande hoofstukke is op datum gebring en ’n ekstra hoofstuk oor sintaksis is bygevoeg om nuwer sieninge te weerspieël. Bydrea deur spesialiste in die onderskeie velde bied die nuutste navorsing. Gemik op studente in die Afrikaanse Taalkunde, onderwyser, akademici en taalpraktisys.
LANGUAGE, SOCIETY AND COMMUNICATION – AN INTRODUCTION

Second edition
Z. Bock & G. Mheta (Editors)
615 pages; 2019
ISBN: 978 0 627 03641 5 – R625.00
eISBN: 978 0 627 03642 2 – R562.50

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 discontinuities
- Language and identity
- Language study and the professions

NORME VIR AFRIKAANS – MODERNE STANDAARDAFRIKAANS

Sesde uitgawe
W.A.M. Carstens
550 bladsye; 2018
ISBN: 978 0 627 03609 5 – R650.00
eISBN: 978 0 627 03610 1 – R585.00

’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
- Universel norme
- In terne norme van Afrikaans: sintaksis en morfologie
- In terne norm van Afrikaans: semantiek
- Eksterne norm: die norm van spelling en interpunktie
- 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

OM TE SKRYF

Tweede uitgawe
625 bladsye; 2022
ISBN: 978 0 627 03950 8 – R460.00
ePUB: 978 0 627 03951 5 – R373.50

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 werkswinkel oor kreatiewe skryfwerk asook vir mense wat hulle eie skryftegniek wil verbeter.

Die boek is saamgestel deur ‘n paneel skrywers van regoor die land.

NUWE PUBLIKASIE

TOEGEPASTE TAALKUNDE IN AFRIKAANS

W.A.M. Carstens & T.J. van Dyk (Redakteurs)
816 bladsye; 2022
ISBN: 978 0 627 03970 6 – R725.00
eISBN: 978 0 627 03971 3 – R652.50

Die eerste omvattende boek oor hierdie onderwerp in Afrikaans. In hierdie opsig is dit ’n baanbrekerswerk wat op die boekkrak 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 (vertegenwoordigend van universiteite in Suid-Afrika, asook ’n aantal buitelandse medewerkers) word met die hulp van Afrikaanse voorbeelde toegelig hoe die toegepaste taalkunde uit ’n Afrikaanse vertrekpunkt benader kan word. Die hoofstukke wissel van wat toegepaste taalkunde as terrein inhou (hoofstuk 1) tot hoofstukke oor taaltoetsing, die onderrig van lees en skryf, rekenaargesteunde taalonderrig, taalbeplanning, meerligtheid, SA Gebaretaal, vertaling, tolkwerk, teksredaksie, terminologie, kindertaal, onomastiek tot linguistiese landskap, en ander. Die verskeidenheid is groot.

Die boek is primêr ’n eboek, maar hardekopie sal ook bestel kan word. ’n Besonder vernuwende eienskap van die eboek is die feit dat hoofstukke afsonderlik aangekoop sal kan word.

Kontak ons vir meer inligting oor afsonderlike hoofstukke as eboeke.
NEW EDITION
VOICES OF THIS LAND – AN ANTHOLOGY OF SOUTH AFRICAN POETRY IN ENGLISH

Third edition
M. Brown, P. Lenahan, D. Medalie, N. Moonsamy, K. Soldati-Kahimbaara, J. Thompson & A. Wessels (Editors)
288 pages; 2023
ISBN: 978 0 627 04242 3 – R420.00
eISBN: 978 0 627 04243 0 – R378.00

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 Serafe
Ingrid de Kok
Gabebo Baderoorn
Finuala Dowling
Lesego Rampolokeng

The third edition also includes poems by Koleka Putuma, Nick Mulgrew, Nondwe Mpuma and more.

PERSPEKTEF EN PROFIEL

Perspektief en profiel (Deel 1, 2 & 3) – die mees omvangryke 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 (nagraadse) student en geïnteresseerde leen van groot belang kan wees.

DEEL 1

Tweede uitgawe
H.P. van Coller (Redakteur)
912 bladsye; 2015
ISBN: 978 0 627 03104 5 – R770.00
eISBN: 978 0 627 03107 6 – R693.00

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

Profiële (A–G):
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Johann de Lange
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E.K. van der Hof
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P.G. du Plessis
Louis Esterhuizen
Elisabeth Eybers
H.A. Fagan
Pieter Fourie
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Pieter Fourie
Jeanne Goosen
Tom Gouws

DEEL 2

Tweede uitgawe
H.P. van Coller (Redakteur)
1091 bladsye; 2016
ISBN: 978 0 627 03105 2 – R770.00
eISBN: 978 0 627 03108 3 – R693.00

• Die vroueswrywer in die Afrikaanse letterkunde
• ’n 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, boektydskrifte en akademiese tydskrifte
• ’n Perspektief op kinder- en jeugliteratuur

Profiële (H–R):
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Deon Meyer
Deon Opperman
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Antjie Krog
Petra Müller
C.J. Langenhoven
Louis Krüger
Antjie Krog
Deon Mejer
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Joachim van Bruggen
P.C. du Plessis
H. J. Pieterse
Johannes van Melle
Eugène N. Marais
Johann Lodewyk Marais
Deon Meyer
Deon Opperman
J.C. Steyn
Uys Krige
Louis Krüger
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Anna M. Louw
Joachim van Bruggen
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H. J. Pieterse
Johannes van Melle
Eugène N. Marais
Johann Lodewyk Marais
Deon Meyer
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J.C. Steyn

DEEL 3

Tweede uitgawe
H.P. van Coller (Redakteur)
1140 bladsye; 2016
ISBN: 978 0 627 03106 9 – R770.00
eISBN: 978 0 627 03109 0 – R693.00

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

Profiële (S–Z):
Riana Schepers
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Contents include poems by the following poets:
Nick Mulgrew, Nondwe Mpuma and more.
**WRITING ENGLISH WITH STYLE**

Second edition  
D. Shober  
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Contents include the following:
- Description and interpretation
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**VERBINTENIS EN VENSTER: DIE NEDERLANDS-TALIGE LETTERKUNDE VAN AANVANG TOT HEDE – ‘N LITERATUURGESKIEDENIS IN AFRIKAANS**

Die eerste Afrikaanse literatuurgeskiedenis oor die Nederlandstalige letterkunde in 30 jaar. Van belang vir dosente en nagraadse studente in die Nederlandse letterkunde. Hierdie publikasie is ‘n unieke kombinasie van ‘n diachroniese letterkunde-oorsig (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 – R645.00  
eISBN: 978 0 627 03666 8 – R580.50

Inhoud:
- Die Middeleeue
- Die Seventiende 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 – R865.00  
eISBN: 978 0 627 03668 2 – R778.50

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Second edition
T. Mongalo & T. Scott
446 pages; 2023
ISBN: 978 0 627 04013 9 – R705.00
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Contents include the following:
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CYBERLAW@SA – THE LAW OF THE INTERNET IN SOUTH AFRICA

(REVISED EDITION IN PREPARATION)

Fourth edition
S. Papadopoulos & S. Snail ka Mtuze (Editors)
544 pages; 2022
ISBN: 978 0 627 03795 5 – R845.00
eISBN: 978 0 627 03796 2 – R760.50
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
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**PSYCHOLOGY, FORENSIC AND SOCIAL SCIENCES**

**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 – R540.00
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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.

**CHILD AND YOUTH MISBEHAVIOUR IN SOUTH AFRICA – A HOLISTIC APPROACH**

(New Edition in Preparation)

Fourth edition
C. Bezuidenhout (Editor)
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ISBN: 978 0 627 03605 7 – R605.00
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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.

**COMMUNITY PSYCHOLOGY – SOUTH AFRICAN PRAXIS**

M. Visser, J. Akhurst, R. Carolissen & N. Matamela (Editors)
494 pages; 2022
ISBN: 978 0 627 03997 3 – R715.00
eISBN: 978 0 627 03998 0 – R643.50

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 under-graduate-level students of community psychology.

**HEALTH, ILLNESS AND DISABILITY – PSYCHOSOCIAL APPROACHES**

Second edition
E. Ross & A. Deverell
448 pages; 2010
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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:**

- 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
THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

Third edition
A. Moerdyk
440 pages; 2022
ISBN: 978 0 627 03930 0 – R685.00
eISBN: 978 0 627 03931 7 – R616.50

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
• The history and development of psychological testing in South Africa

FORTHCOMING

SPORTS COACHING IN SOUTH AFRICA – A STATUS QUO

A. Kubayi (Editor)
448 pages (provisional); 2024
ISBN: 978 0 627 03999 7
eISBN: 978 0 627 04000 9

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
• Roles and legal responsibilities of a sports coach
• Safety issues and interventions in sport coaching
• Competitive intelligence of South African sports coaches
• Coaching for special populations
• Psychology of sport coaching
• Monitoring fitness and fatigue
• Performance and injury prevention management

TALK THERAPY TOOLKIT – THEORY AND PRACTICE OF COUNSELLING AND PSYCHOTHERAPY

T. Naidu & S. Ramlall (Editors)
439 pages; 2016
ISBN: 978 0 627 03410 7 – R820.00
eISBN: 978 0 627 03411 4 – R738.00

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
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eISBN: 978 0 627 03783 2 – R607.50

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/organisational 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

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Third edition
A. Moerdyk
440 pages; 2022
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Contents include the following:
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• 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
• The history and development of psychological testing in South Africa

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• Psychology of sport coaching
• Monitoring fitness and fatigue
• Performance and injury prevention management

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ISBN: 978 0 627 03410 7 – R820.00
eISBN: 978 0 627 03411 4 – R738.00

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• 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 – R675.00
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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/organisational 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
VICTIMOLOGY IN AFRICA
Third edition
R. Peacock (Editor)
423 pages; 2019
ISBN: 978 0 627 03713 9 – R650.00
eISBN: 978 0 627 03714 6 – R585.00

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:
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• The future of victimology: international financial institutions; indigenous knowledge misappropriation; future challenges

SHAPING THE STORY – A GUIDE TO FACILITATING NARRATIVE COUNSELLING
J.G. Maree (Editor)
252 pages; 2007
ISBN: 978 0 627 02684 3 – R680.00
eISBN: 978 0 627 02903 5 – R612.00

Brings together the best ideas from a multiplicity of approaches. A stellar array of eminent contributors deal with broad, generic and critical issues in the field of career counselling, thus facilitating an understanding that the distinction between work-role counselling and life counselling is falling away.

SMART POLICING FOR LAW-ENFORCEMENT OFFICIALS
J. Smit, A. Minnaar & J. Schnetler (Editors)
257 pages; 2004
ISBN: 978 1 869 28006 2 – R530.00

A guide 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.

SEXUAL ABUSE – DYNAMICS, ASSESSMENT AND HEALING
G.M. Spies (Editor)
294 pages; 2006
ISBN: 978 0 627 02673 7 – R590.00
eISBN: 978 0 627 02902 8 – R531.00

Focuses on the subject of sexual abuse in its entirety. Serves as a training resource for practitioners as well as undergraduate and postgraduate students.

STRATEGIC PERSPECTIVES ON CRIME AND POLICING IN SOUTH AFRICA
J. Burger
161 pages; 2007
ISBN: 978 0 627 02689 8 – R560.00
eISBN: 978 0 627 02907 3 – R504.00

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.
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 455.00
eISBN: 978 0 627 03490 9 – R1 309.50

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

WILDLPLAASBESTUUR

Vyfde uitgawe
J. du P. Bothma & J.G. du Toit (Redakteurs)
Hardeband
1000 bladsye; 2021
ISBN: 978 0 627 03573 9 – R1 650.00
eISBN: 978 0 627 03574 6 – R1 485.00


Inhoud:
- Wildplaasbeplanning
- Bemarking van ‘n wildplaas
- Genetiese bestuur en nadoodse ondersoeke
- Vangs van wilde diere
- Aankoop en verkoop van wild
- Oes en hantering van wildvleis
- Jag (onder ander boogjag en pylsafari’s)
- Habitatbestuur
- Wildproduksie en landelijke gemeenskappe

FARM MANAGEMENT – FINANCIAL PLANNING, ANALYSIS AND CONTROL

M.J. van Reenen & A. De K. Marais
225 pages; 1999
ISBN: 978 0 627 01824 4 – R605.00
eISBN: 978 0 627 03353 7 – R544.50

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

*Also available in Afrikaans:
BOERDERYBESTUUR – FINANSIËLE BEPLANNING, ONTELEDING EN BEHEER
M.J. van Reenen & A. De K. Marais
229 bladsye; 1996
ISBN: 978 0 627 01821 3 – R605.00
eISBN: 978 0 627 03355 1 – R544.50
FARM MANAGEMENT – FINANCING, INVESTMENT AND HUMAN RESOURCES MANAGEMENT

M.J. van Reenen, A. De K. Marais & P.S. Nel
302 pages; 1995
ISBN: 978 0 627 02010 0 – R715.00
eISBN: 978 0 627 03354 4 – R643.50

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:
BOERDERYBESTUUR – FINANSIERING, INVESTERING EN MENSELIKEHULPRONBESTUUR
M.J. van Reenen, A. De K. Marais & P.S. Nel
318 bladsye; 1994
ISBN: 978 0 627 01917 3 – R715.00
eISBN: 978 0 627 03356 8 – R643.50

FARMING FINANCIAL MANAGEMENT

The aim of Farming Financial Management is to provide farm managers and students with knowledge and understanding of the financial planning process in a farming context, as well as production economy principles and cost concepts. It is important to understand how to prepare and analyse financial statements, and this textbook expertly lays out the fundamental principles of basic accounting.

FARMING FINANCIAL MANAGEMENT N4

M.J. van Reenen, A. De K. Marais & N. Harmse
147 pages; 2023
ISBN: 978 0 627 04071 9 – R350.00
eISBN: 978 0 627 04072 6 – R315.00

Contents include the following:
- Financial management in perspective
- Financial management information system: importance, requirements and auxiliary statements
- Financial management information system: accounting principles and journals
- Financial management information system: double entry principle and an introduction to financial statements

FARMING FINANCIAL MANAGEMENT N5

M.J. van Reenen, A. De K. Marais, N. Harmse & P.S. Nel
186 pages; 2023
ISBN: 978 0 627 04073 3 – R350.00
eISBN: 978 0 627 04074 0 – R315.00

Contents include the following:
- The farm management information system: annual financial statements
- The farm management information system: analysis and interpretation
- Financial management information system: journals and bank reconciliation
- Financial planning: auxiliary budgets
- Capital requirements, forms and sources
- The financing policy of a farming enterprise

FARMING MANAGEMENT

The aim of Farming Management is to provide a background knowledge of the environment and functions of a farming business and the impact of agriculture on the national economy while managing the factors of production in South African agriculture. A farmer needs a basic understanding of the principles and practices of management in a farming environment, after which the knowledge of and skills in applying the management principles in the role as manager or farmer are developed. These management and business functions need to be integrated within the farming business.

FARMING MANAGEMENT N4

S. von Mollendorf, N. Harmse & V. Uys
214 pages; 2023
ISBN: 978 0 627 04065 8 – R350.00
eISBN: 978 0 627 04066 5 – R315.00

Contents include the following:
- Farming in perspective
- Description of farming management
- Management functions in farming
- Farming as a business
- Macro-agricultural marketing
- Micro-agricultural marketing and agri-processing

FARMING MANAGEMENT N5

S. von Mollendorf, N. Harmse & V. Uys
114 pages; 2023
ISBN: 978 0 627 04067 2 – R350.00
eISBN: 978 0 627 04068 9 – R315.00

Contents include the following:
- The farmer as an entrepreneur
- Farming strategy
- Good Agricultural Practices and technology
- Estate planning
- Insurance
ANIMAL NUTRITION – CONCEPTS AND APPLICATIONS

Second edition
P.A. Boyazoglu
320 pages; 1999
ISBN: 978 0 627 02248 7 – R735.00

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 – R635.00
eISBN: 978 0 627 02856 4 – R571.50

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

THE CAPTURE, CARE AND MANAGEMENT OF WILDLIFE

M. La Grange
314 pages; 2006
ISBN: 978 0 627 02611 9 – R875.00
eISBN: 978 0 627 02966 0 – R787.50

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.

INTENSIVE WILDLIFE PRODUCTION IN SOUTHERN AFRICA

J. du P. Bothma & N. van Rooyen (Editors)
338 pages; 2005
ISBN: 978 0 627 02549 5 – R1080.00

A summary of current knowledge on intensive farming of wild animals in southern Africa. Based on the extensive experience of various authorities.
THE COMMUNITY DEVELOPMENT PROFESSION – ISSUES, CONCEPTS AND APPROACHES  
F. de Beer & H. Swanepoel  
176 pages; 2013  
ISBN: 978 0 627 03067 3 – R450.00  
etISBN: 978 0 627 03194 6 – R405.00  

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 – R725.00  
etISBN: 978 0 627 03403 9 – R652.50  

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 – R645.00  
etISBN: 978 0 627 03287 5 – R580.50  

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 – R365.00
eISBN: 978 0 627 03686 6 – R328.50

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 contradicts 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

NEW EDITION

GOVERNMENT AND POLITICS IN SOUTH AFRICA – NEW DAWN?

Sixth edition
C. Landsberg, S. Graham & M. Nagar (Editors)
334 pages; 2023
ISBN: 978 0 627 03 995 9 – R640.00
eISBN: 978 0 627 03 996 6 – R576.00

An in-depth look at the concepts, institutions, structures, policies and theories that characterise the South African governance and political landscapes. Incorporates the Cyril Ramaphosa administration’s years in office so far as well as the global COVID-19 pandemic, its impact on South Africa’s domestic and foreign contexts, and the South African government’s responses to it.

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 agenda and formulation, 1994–2022

IMPROVING PUBLIC POLICY FOR GOOD GOVERNANCE

Fourth edition
F. Cloete, C. de Coning, H. Wissink & B. Rabie (Editors)
432 pages; 2018
ISBN: 978 0 627 03513 5 – R755.00
eISBN: 978 0 627 03514 2 – R679.50

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 – R575.00
eISBN: 978 0 627 03407 7 – R517.50

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
INTRODUCTION TO RESEARCH

Fourth edition
A. Jakoet-Salie (Editor)
125 pages; 2022
ISBN: 978 0 627 03895 2 – R380.00
eISBN: 978 0 627 03896 9 – R342.00

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

MANAGING HUMAN CAPITAL IN THE PUBLIC SECTOR

(NEW EDITION IN PREPARATION)

D.M. Mello (Editor)
292 pages; 2014
ISBN: 978 0 627 03068 0 – R575.00
eISBN: 978 0 627 03165 6 – R517.50

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. Eresia-Eke & C. Allen-Ile
235 pages; 2019
ISBN: 978 0 627 03515 9 – R440.00
eISBN: 978 0 627 03684 2 – R396.00

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
• Institutionalising 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

MUNICIPAL FINANCE AND ACCOUNTING

Fourth edition
M. Fourie & L. Opperman
618 pages; 2023
ISBN: 978 0 627 0 4079 5– R780.00
eISBN: 978 0 627 0 4080 1 – R702.00

A holistic look at the key features of municipal finance and accounting, with emphasis on the principles of sound financial governance in municipalities. Includes all new amendments to existing legislation and supporting regulations. Designed for use in tertiary education as well as for regular consultation by accounting officers, financial and non-financial officials and councillors in the performance of their duties.

Contents include the following:
• Legislative framework for local government
• Standard operational cycle in financial administration of municipalities
• Financial management
• Roles of other organs of state and entities in the financial administration of municipalities
• Annual financial statements and related matters
ORGANISATIONAL ANALYSIS AND INTERGOVERNMENTAL RELATIONS – A SOUTH AFRICAN PERSPECTIVE

S. Madue & S. Lubinga (Editors)
165 pages; 2020
ISBN: 978 0 627 03687 3 – R355.00
eISBN: 978 0 627 03688 0 – R319.50

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.

PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

I.M. Ambe & J.A. Badenhorst-Weiss (Editors)
410 pages; 2020
ISBN: 978 0 627 03675 0 – R715.00
eISBN: 978 0 627 03676 7 – R643.50

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.

PUZZLING DEMOCRACY – AN INTRODUCTION TO POLITICAL PHILOSOPHY FOR SOUTH AFRICAN STUDENTS

L. Vincent
148 pages; 2021
ISBN: 978 0 627 03817 4 – R425.00
eISBN: 978 0 627 03818 1 – R382.50

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.

STRATEGIC AND PERFORMANCE MANAGEMENT IN THE PUBLIC SECTOR

F. Minnaar
186 pages; 2010
ISBN: 978 0 627 02653 9 – R605.00
eISBN: 978 0 627 02654 6 – R544.50

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.
SOUTH AFRICAN MUNICIPAL GOVERNMENT AND ADMINISTRATION
Second edition
C. Thornhill & J.J.N. Cloete
207 pages; 2014
ISBN: 978 0 627 03130 4 – R475.00
eISBN: 978 0 627 03170 0 – R427.50

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

SOUTH AFRICAN PUBLIC ADMINISTRATION AND MANAGEMENT
Tenth edition
J.J.N Cloete & C. Thornhill
352 pages; 2012
ISBN: 978 0 627 02980 6 – R580.00
eISBN: 978 0 627 03263 9 – R522.00

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 – R710.00
eISBN: 978 0 627 03156 4 – R639.00

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

PUBLIC FINANCIAL MANAGEMENT
J.S.H. Gildenhuys
690 pages; 1997
ISBN: 978 0 627 01848 0 – R865.00

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.
Research, Reference and Student Support

AKADEMIESE GELETTERDHEID – RIGLYNE VIR AKADEMIESE SKRYFWERK
E. Lubbe (Redakteur)
174 bladsye; 2022
ISBN: 978 0 627 03986 7 – R375.00
eISBN: 978 0 627 03987 4 – R337.50

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 samehangege geheel vorm; en terugvoer op akademiese tekste te verwerk ten einde as akademiese skrywers te groei.

Contents include the following:
• 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
• 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 – R190.00
eISBN: 978 0 627 03158 8 – R171.00

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

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 – R580.00
eISBN: 978 0 627 03794 8 – R522.00

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 – R420.00
eISBN: 978 0 627 03798 6 – R378.00

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

FIRST STEPS IN RESEARCH

Third edition
J.G. Maree (Editor)
490 pages; 2019
ISBN: 978 0 627 03708 5 – R605.00
eISBN: 978 0 627 03709 2 – R544.50

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

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
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