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This catalogue showcases our range of printed books, ebooks and lecturer support material designed to support the need of lecturers and students in the rapidly evolving educational environment.

Van Schaik Publishers is committed to being accessible, affordable and African. We believe that we have a vital role to play in moving Africa into a world where educational resources are in line with the needs of our local conditions, local students, and local institutions. We have worked since 1915 to play our part in ensuring that no student should be alienated by content that is unfamiliar, or prices that are unaffordable, and we have made a commitment to developing decolonised material through consultations with authors, academics and reviewers.

Our commitment extends to teaching and learning materials that are designed for South African conditions – books that speak to local conditions and digital resources that are accessible to all.

The last section of the catalogue – Research, Reference & Student Support – is relevant to all academic disciplines. Van Schaik Publishers has an extensive collection of South African textbooks and reference books explaining the challenges of producing academic research. This section also contains a large collection of resources for students and lecturers needing help with skills ranging from academic writing to study and life skills.

Please contact us if you would like to discuss access to our digital resources in alternative formats. Given the right conditions, new or additional resources may be developed, or formats may be changed to suit different conditions and needs.

We are always looking for local authors and content developers to help in the quest to build a regional knowledge base in southern Africa. A brief overview of the process and contact details can be found in the opening pages of the catalogue. You will also find purchase options and contact details for lecturers seeking inspection copies should a book or resource seem suitable as a prescribed book.

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

Yours in education

Marius du Plessis
Business Development Manager
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Health Sciences
An introduction to the skills essential to understanding, educating and supporting patients and clients through painful and unpleasant health situations. Introduces six important perspectives in psychology which influence how people respond to their circumstances: behavioural, psychoanalytic, humanistic, neurobiological, cognitive and sociocultural. Includes key terms, interim summaries and critical thinking questions. Aimed at student nurses and caregivers as well as educators.

Contents include the following:

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

Contents include the following:

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

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

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

Contents include the following:
- Oral hormonal and injectable contraception
- Intrauterine contraception
- Natural and traditional contraception
- Male contraception and sterilisation
- Female sterilisation
- Termination of pregnancy
- Contraception for women with a medical disease
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
An in-depth presentation of core knowledge aligned with clinical application for the treatment of relevant gynaecological conditions. Offers fundamental information for the MBChB programme in gynaecology and responds to a need for a defined focus area. Aimed at medical students, medical officers, associate clinicians, interns, medical practitioners and OB-GYN registrars.

Contents include the following:

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

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

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

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

*Also available in Afrikaans

DIE ONSERSOEK VAN DIE PASGEBORE BABA

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

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

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

Contents include the following:

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

Contents include the following:

- Clinical evaluation of the breast
- Developing algorithms and referral pathways
- Principles of treatment
- Surgery, systemic therapy and radiotherapy
- Metastatic breast cancer
- Familial breast cancer
- Ductal carcinoma in situ
- Palliative care
- Communication skills and managing psychosocial distress
- Lymphoedema
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 – R801.00

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
An in-depth look at the psychological and social issues of those suffering from chronic and degenerative diseases. Addresses the need for health care practitioners to be as skilled in working with and supporting people as in applying the assessment, therapy and/or treatment techniques for which they have been trained. Emphasises a multidisciplinary team approach. Aimed at students and practitioners in the health professions.

Contents include the following:

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

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

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

Contents include the following:

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

Contents include the following:

- Ethics theories and the principlist approach in bioethics
- African philosophy and medical ethics
- Respect for patient autonomy
- Beneficence and non-maleficence
- Justice and human rights
- Governance and law in South Africa
- Professionalism
- Resolving ethical dilemmas
MEDICAL TERMINOLOGY FOR STUDENTS OF THE HEALTH PROFESSIONS

Third edition
373 pages; 2018
ISBN: 978 0 627 03595 1 – R565.00
eISBN: 978 0 627 03596 8 – R508.50

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)
396 pages; 2021
ISBN: 978 0 627 03835 8 – R615.00
eISBN: 978 0 627 03836 5 – R553.50

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

Contents include the following:

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

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

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

Contents include the following:

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

Contents include the following:

- Assessment, physical examination and diagnosis of common conditions
- Management of key conditions according to the burden of disease
- Health promotion and behavioural change
- Professional, ethical and legal practice in primary care
- Management and leadership
- Health informatics and research
A practical reference and guide to the essential educational needs of nursing students and health care professionals within the context of the most recent guidelines set by the South African Nursing Council. Integrates a wide range of perspectives, giving students a sense of their multiple responsibilities, while at the same time demonstrating and reinforcing the values and ethics that must form the foundation of all their duties. Aimed at nursing students and health care professionals.

Contents include the following:

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

(Previously published as A Reader on Selected Social Issues)

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

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

Contents include the following:

- Divorce
- Child maltreatment
- Juvenile offenders
- Substance and non-substance use
- Self-harming
- HIV and AIDS
- Sexual violence
- Trafficking
- Poverty and unemployment
A concise, up-to-date and comprehensive textbook of practical skills for clinical nurse practitioners. Deals with clinical examination and common procedures as well as key proficiencies in areas of communication, occupational health, research, teaching and health care administration. Focuses on the South African context, while drawing on international research and current global knowledge. Aimed at nursing students and health care professionals.

Contents include the following:

- How to do a general assessment
- How to examine a pregnant woman
- How to do a paediatric consultation
- How to develop a counselling style
- How to interpret laboratory results
- How to do HIV rapid testing and staging of HIV disease
- How to cope with stress and avoid burnout
- How to deal with a medical error
A manual of practical skills required in primary care and general practice as well as at district or rural hospitals. Deals extensively with clinical examinations, common procedures, communication, clinical training and teaching, management, research and community-oriented primary care. Aimed at medical officers, general practitioners, interns, medical students and associate clinicians as well as registrars in family medicine training programmes.

Contents include the following:

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

Contents include the following:
- Sampling and estimation
- Grouping of data
- Measures of central tendency
- Measures of variation or dispersion
- The normal distribution curve and standard scores
- Visual presentation of data
- Elementary probability
- Hypothesis testing
- Bi-variate correlation
- Hypothesis testing with nominal-level data
- Hypothesis testing with ordinal-level data
- Hypothesis testing with interval-level data
- Reliability and validity
A TEXTBOOK FOR MIDWIVES
(NEW EDITION IN PREPARATION)

A.G.W. Nolte (Editor)
552 pages; 1998
ISBN: 978 0 627 02246 3 – R655.00

A comprehensive guide to practical midwifery care, with emphasis on both physical and psychological care of the pregnant woman and her family. Starts with an introduction to midwifery, including the history of this profession, then progresses from the anatomy and physiology involved in reproduction, to assessment and management of pregnancy, labour and the puerperium. Aimed at practising midwives, midwives in training and student nurses.

Contents include the following:
• Introduction to midwifery
• Anatomy and physiology
• Normal pregnancy
• Normal labour
• Normal puerperium
• High-risk pregnancy, labour and puerperium
• Operative obstetrics
• Obstetrical statistics
Hierdie werk, getiteld Anatomie vir medies-verwante studierigtings, is ’n hersien uitgawe van Anatomie vir die medies-wetenskaplike student (ook beskikbaar in Engels).

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

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

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

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

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

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

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

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

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

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

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

Contents include the following:

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

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

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

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

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

Finally, the book has been designed as a handy guide which can be consulted frequently and to which the user may add any extra information on the subject as it becomes available.
RESPONSIBLE TEENAGE SEXUALITY – A MANUAL FOR TEACHERS, YOUTH LEADERS AND HEALTH PROFESSIONALS

Second edition
E. Greathead (Editor)
336 pages; 1998
ISBN: 978 0 627 02332 3 – R635.00

Compiled by the counsellors of the Cape Town Planned Parenthood Association of South Africa, this manual deals comprehensively and frankly with issues of teenage sexuality in an easy-to-use module format.
Research, Reference and Student Support
NUWE PUBLIKASIE

AKADEMIESE GELETTERDHEID – RIGLYNE VIR AKADEMIESE SKRYFWERK

E. Lubbe (Redakteur)
174 bladsye; 2022
ISBN: 978 0 627 03986 7 – R340.00
eISBN: 978 0 627 03987 4 – R306.00

Studente word begelei om die skryf van akademiese tekste op ’n sistematiese wyse te benader; opdragte te ontleed en te beplan; relevante vakinhoud in te samel en met begrip te lees; navorsing, kennis en afleidings op ’n gestruktureerde wyse in goed geformuleerde taal weer te gee sodat dit ’n samehangende geheel vorm; en terugvoer op akademiese tekste te verwerk ten einde as akademiese skrywers te groei.

**Inhoud:**

- Ontleding van opdraginstruksies en beplanning van ’n akademiese skryfstuk
- Akademiese bronsoektogte en brongebruik
- Akademiese leesstrategieë, en die verwerking van inligting uit bronne
- Titels, inhoudsohgawes en inleidingsparagrawe
- Akademiese paragrawe in akademiese tekste
- Tekseenheid in akademiese tekste
- Struktuur van ’n akademiese slotparagraaf
- Wetenskaplike en akademiese skryfstyl
- Redigering van akademiese werkstukke en verwerking van terugvoer
A concise guide to compiling assignments of a standard required by post-secondary school institutions. Uses practical examples to illustrate clearly how to approach and write assignments. Aimed at tertiary-level students.

Contents include the following:

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

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

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

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

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

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

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

Contents include the following:
• Setting goals for success
• Career self-management skills – employability and graduate attributes
• Career development for professional success
• Personal branding for professional success
• Digital skills development for success
• The art of professional networking for success
• Professional communication for success
• Managing a diverse workforce for success
• Organisational change for success
• Ethics for success
FIRST STEPS IN RESEARCH

Third edition
J.G. Maree (Editor)
490 pages; 2019
ISBN: 978 0 627 03708 5 – R550.00
eISBN: 978 0 627 03709 2 – R495.00

A theoretical and practical guide on how to conduct and report on research at undergraduate and postgraduate level. Uses the most current perspectives in the field, both locally and internationally, to facilitate the understanding and application of theories, goals, methods and strategies. Aimed at scholars, academics, researchers, and Master’s and doctoral students who are conceptualising and conducting research.

Contents include the following:

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

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

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

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

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

Contents include the following:
- Step 1: Getting started
- Step 2: Working with a supervisor
- Step 3: Scanning the field of study
- Step 4: Developing the research proposal
- Step 5: Managing research resources
- Step 6: Undertaking a comprehensive review of the literature
- Step 7: The research process
- Step 8: Organising and writing the thesis
INFORMATION TECHNOLOGY RESEARCH – A PRACTICAL GUIDE FOR
COMPUTER SCIENCE AND INFORMATICS

Third edition
M.S. Olivier
184 pages; 2009
ISBN: 978 0 627 02758 1 – R465.00
eISBN: 978 0 627 02874 8 – R418.50

A guide to identifying, observing and mastering research methods through the study of existing research reports (such as journal and conference papers, dissertations and theses) that have been used successfully at a number of universities and universities of technology. Provides exercises at the end of each chapter to encourage students to apply various research methods to research problems of their own. Aimed at senior students in information technology, including computer science, informatics and information systems, as well as new researchers outside the formal academic environment.

Contents include the following:

• Rational problem solving
• Project design
• Formalities, psychology, ethics and philosophy
• Research proposal
• Experiment design
• Using statistics
• Becoming an established researcher
NEW EDITION

INTRODUCTION TO RESEARCH

Fourth edition
A. Jakoet-Salie (Editor)
125 pages; 2022
ISBN: 978 0 627 03895 2 – R345.00
eISBN: 978 0 627 03896 9 – R310.50

A step-by-step approach to the fundamentals of research. Guides the novice researcher through the research process, including how to choose the appropriate research methodology and how to adhere to the standards for conducting ethical research. Aimed at all students and researchers, across a variety of disciplines.

Contents include the following:

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

Contents include the following:

- Student life and adjustment to life on campus, and lecture and study skills
- Self-directed learning, time management, career planning and motivation
- Coping with cultural diversity and change
- Conflict management, problem solving and decision making
- Interpersonal relationships and healthy living (including HIV and AIDS, drug abuse and pregnancy)
- Self-image, assertiveness and stress
- Critical and analytical thinking
- Helping skills, trauma, loss and bereavement
- CVs and portfolios, job searches and interviews
- Ethics and professional behaviour in the workplace
MAKING SENSE OF RESEARCH

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

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

Contents include the following:

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

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


Inhoud:

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

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

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

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

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

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

Contents include the following:

- 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
PHILOSOPHY IN EDUCATION AND RESEARCH – AFRICAN PERSPECTIVES

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

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

Contents include the following:

• Paradigms, theoretical frameworks and conceptual frameworks in educational research
• An Afrocentric paradigm in education and research
• Comparative perspectives in philosophy of education in Africa
• Sociological imperatives for education and the theory of change
• Philosophy of disability: African perspectives
• Distance education and the use of information and communication technologies (ICTs)
• Quality assurance in distance education and ethical imperatives
• Supporting students’ transition through the academic journey
RESEARCH AT GRASS ROOTS – FOR THE SOCIAL SCIENCES AND
HUMAN SERVICES PROFESSIONS

Fifth edition
C.B Fouché, H. Strydom & W.J.H. Roestenburg (Editors)
550 pages; 2021
ISBN: 978 0 627 03821 1 – R695.00
eISBN: 978 0 627 03822 8 – R625.50

A comprehensive, local and easy-to-use guide to research. Highlights methodological decisions common to both the qualitative and quantitative approaches, those unique to each, and those which combine the two. Aimed at both novice and experienced researchers in the social sciences and human services professions.

Contents include the following:
• Ethical conduct in research with human participants
• Debates and developments in the field of big data sets
• Latest trends in thematic and narrative inquiry
• Contemporary data collection methods
• Mixed methods research
• Evaluation research
• Intervention research
• Participatory research
RESEARCH METHODS FOR ECONOMICS

S. Mishi & A. Maredza
448 pages (provisional); 2023
ISBN: 978 0 627 04003 0
eISBN: 978 0 627 04004 7

An introduction to the world of research, specifically as applied in the discipline of economics. Provides step-by-step examples using different types of case studies, data and analytical tools. Aimed at senior undergraduate up to postgraduate-level students.

Contents include the following:

• Understanding research as decoded into business and economic sciences
• Ethics of and in research (research ethics)
• Types of research, research design, research methods
• Emerging techniques (e.g. big data/machine learning)
• Data management, analysis and inferences
• Quantitative research methods and application
• Qualitative research methods and application
• Mixed methods application
• How to write a research proposal
UNDERSTANDING RESEARCH – AN INTRODUCTION TO READING RESEARCH

Second edition
C. Bertram & I. Christiansen
249 pages; 2020
ISBN: 978 0 627 03726 9 – R375.00
eISBN: 978 0 627 03727 6 – R337.50

An introduction to reading and contemplating published research. Introduces key concepts to promote better understanding and helps develop the conceptual knowledge and skills necessary to evaluate research carefully and critically. Aimed at students in the social sciences and education who want to learn more about reading and understanding research.

Contents include the following:
• The purpose and characteristics of educational research
• Different research paradigms
• Design and various styles of research
• Methods of collecting data
• Analysing, interpreting and presenting both qualitative and quantitative data
• Quality criteria
• Ethics and intersectionality
WRITING ENGLISH WITH STYLE

Second edition
D. Shober
232 pages; 2016
ISBN: 978 0 627 03323 0 – R335.00
eISBN: 978 0 627 03489 3 – R301.50

An essential text for honing writing, reading, researching and studying competencies to increase chances of university success. Includes examples and practical assignments. Aimed at first-year college and university students.

Contents include the following:
• Description and interpretation
• Comparison and contrast
• Exhortation and argumentation
• Exam preparation
• Research and references
• Sentence construction, paragraph development and essay writing
• Listening and note-taking skills
• Chicago Manual of Style referencing system
ACADEMIC LITERACY – PREPARE TO LEARN

Second edition
A. Weideman
237 pages; 2006
ISBN: 978 0 627 02690 4 – R455.00
eISBN: 978 0 627 02830 4 – R409.50

Skills, competencies and learning strategies for, primarily, first-year students at tertiary institutions in South Africa. Can also be used in follow-up support courses or in academic writing centres. Will appeal to lecturers with large classes, as well as to tutors dealing with smaller groups.

Contents include the following:
• Speaking and listening skills
• Learning strategies and information gathering
• Building an academic vocabulary
• Reading for academic understanding
• Writing
A step-by-step discussion of the technical requirements and the various stages of developing a research proposal, writing the thesis and preparing it for examination.

Contents include the following:

• Developing and submitting a research proposal
• Negotiating and sustaining the supervision and thesis-writing process
• Working with focus
• Developing academic discernment
• Preparing the thesis for examination
• General advice about writing and presenting a thesis
A practical workbook on the process of research writing and the journey a dissertation researcher has to take. Underlying themes are scholarship, thinking and writing. Aimed at students completing Master’s degrees, doctoral candidates and also supervisors of research.

Contents include the following:

- Dissertation “skills”, genre and requirements
- Metacognitive skills
- Creativity and ideas
- Problem/purpose statement and questions
- Broad perspectives in research
- Proposals
- Arguments in a dissertation
- Literature reviews
- Analytic strategies
- Presenting data
- Ethics and integrity
- Criticism
- Findings/conclusions
- Coherence
- Revision
- Submitting for examination
FINDING YOUR WAY IN ACADEMIC WRITING

Second edition
E. Henning, S. Gravett & W. van Rensburg
147 pages; 2004
ISBN: 978 0 627 02583 9 – R435.00
eISBN: 978 0 627 02928 8 – R391.50

How to apply knowledge sourced from literature, as well as from data in field research, to writing performance. Aimed at novice researchers in the social sciences and the humanities.

Contents include the following:
• Structuring the writing of a research project
• Investigating a topic
• Managing the search for literature resources
• Reading a way into academic writing
• Applying knowledge by making and managing notes
• Organising ideas at sentence level
• Crafting paragraphs and other units of text
• Developing an argument and an academic style
• Writing for a field study
• Integrating a field study with a literature study
Finding your way in qualitative research
A beginner’s guide

E. Henning, W. van Rensburg & B. Smit
192 pages; 2004
ISBN: 978 0 627 02545 7 – R485.00

An introduction to more than just methods and techniques in qualitative research. Also includes how to look for topics, position an investigation in a theoretical frame, practise writing as a process of conducting an inquiry, and develop a sense of self as a social researcher. Builds competence through reading and doing. Aimed at novice researchers.

Contents include the following:
• Why conduct a qualitative inquiry?
• Theoretical frameworks, conceptual frameworks and literature reviews
• Methods and methodologies: types or genres of design
• Capturing data by interviewing
• Capturing data through observation and in artefacts and documents
• Making meaning of data: analysis and interpretation
• Designing for optimal interpretation and validity
THE NEW MACRO ENGLISH AID – LANGUAGE, GRAMMAR AND GENERAL KNOWLEDGE

Fourth edition
I. Uys
352 pages; 2011
ISBN: 978 0 627 02827 4 – R475.00
eISBN: 978 0 627 02925 7 – R427.50

Combines information about language and general knowledge, usually found in numerous separate reference texts such as dictionaries and encyclopedias, in a single volume. Aimed at learners, students, parents and the general public alike.

Contents include the following:
- Language: punctuation, tenses, degrees of comparison, direct and indirect speech, derivations, synonyms and antonyms
- General knowledge: currencies around the world, inventions, chemical elements, conversion tables, planets, presidents and prime ministers, capital cities, the seven wonders of the ancient world
A practical handbook designed to take the nonproductive writer and turn him or her into a prolific one. Deals with writer’s block, procrastination and making time to write. Provides explanations, research and activities to encourage exploring, thinking, speculating, testing, documenting, questioning and developing authority. Aimed at postgraduate students in all disciplines at universities and universities of technology who are required to write for research purposes, as well as supervisors and academic staff.*

*Productive writing complements two earlier research books by Cecile Badenhorst, Research writing and Dissertation writing, and focuses on important aspects of research that are not covered in those books.

Contents include the following:
- Publish or perish: academics writing
- Fear and fantasy: students writing
- What productive writers do tacitly
- The shadow world of peer review
- Self-regulation and writing
- Self-belief and writing
- Handling criticism
Theory and practice of writing a research paper linked through practical but creative activities. Includes activities for postgraduate dissertation writers.

Contents include the following:
• Writing identity
• Research paper specifics
• Conceptualising research
• Making writing easier
• Creative techniques
• Getting started
• Structure
• Clear arguments
• Feedback
• Beginnings and endings
STUDY POWER – MASTERING THINKING AND STUDY SKILLS

L. Beekman
112 pages; 2005

ISBN: 978 0 627 02616 4 – R390.00
eISBN: 978 0 627 03151 9 – R351.00

Strategies and skills to promote meaningful and deep-level learning. Teaches learners to think and then to transfer these skills to develop practical study skills. Includes problem solving and life skills. Written for outcomes-based learning objectives.
UNDERSTANDING SOCIAL RESEARCH

J. Mouton
288 pages; 1998

ISBN: 978 0 627 02163 3 – R630.00
eISBN: 978 0 627 02916 5 – R567.00

The standard stages in the research process and the methodological principles that underlie each of them. Explains the fundamental logic of social research in a new and simple way. Emphasises the role of research design in maximising the validity in all decision making in research (an exceptional feature).
A practical, step-by-step guide to conducting a case study and a critical engagement with key research issues. Provides both practical and theoretical perspectives and draws on African examples to illustrate the approach. Aimed at researchers, academics and research students in the social sciences and education.

Contents include the following:

- Understanding case study (definitions, types, strengths and limitations)
- Developing a focus
- Dealing with context and generating questions
- Data gathering methods and strategies of data analysis and interpretation
- Addressing issues of power, ethics, trustworthiness and generalisability
MARKETERS

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