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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.

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

Yours in education

Marius du Plessis
Business Development Manager
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Human and Social Sciences

- Communication and media studies
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COMMUNICATION AND MEDIA STUDIES
ADVANCED COMMUNICATION SKILLS – FOR ORGANISATIONAL SUCCESS

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

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

Contents include the following:
• Media communication and advertising
• Presentations
• Multicultural communication
• Language usage in the workplace
• Meeting correspondence
• Letters and reports
• Critical proofreading and editing of auditory, visual and written materials
• Events
• Conflict and stress
An unpacking of the various and complex communication challenges in today’s multicultural and technological working environment. Written in a conversational, accessible style that uses a holistic, practice-based approach to cover a range of communication situations and formats, with a particular focus on new media. Aimed at students as well as professionals already in the workplace.

Contents include the following:

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

Contents include the following:

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

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- Language usage and editing of written materials
- Oral communication
EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N5

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

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

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

EFFECTIVE COMMUNICATION – EMPOWERING THE WORKFORCE N6

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

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

Contents include the following:

- Motivation
- Problem solving and decision making
- Coping with conflict and stress
- Interviews
- Language usage in the workplace
- Concise communication
- Letters of the workplace
- Meeting correspondence and reports
- Critical proofreading and editing of written and visual material
ESSENTIAL BUSINESS COMMUNICATION – COMMUNICATING WITH A VISION

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

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

Contents include the following:

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

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

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

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

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

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

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

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

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

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

Contents include the following:

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

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

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

A straightforward approach to the fundamentals of business communication. Includes a logical and easy-to-follow presentation of key learning areas, practical examples, and self-assessment questions at the end of each chapter. Provides a series of case studies that illustrate the main issues. For lecturers only.
Successful organisations are characterised by excellent strategic leadership communication. The key role in this process is played by *The Communicating Leader*. This book explores and substantiates the role of the communicating leader, and provides practical guidelines to all organisational leaders on how to unlock the secret to strategic alignment.
CORPORATE COMMUNICATION – GETTING THE MESSAGE ACROSS IN BUSINESS

Second edition
E. van Staden, S. Marx & L. Erasmus-Kritzinger (Editors)
223 pages; 2007
ISBN: 978 0 627 02618 8 – R565.00
eISBN: 978 0 627 02847 2 – R508.50

A guide to successful business communication in the South African context. Caters for the needs of students in business communication at universities, universities of technology and comprehensive institutions, and also for business professionals in large organisations, small business owners and entrepreneurs.

Contents include the following:
• Role of language
• Nature of communication in organisations
• Interpersonal communication skills
• Role of culture
• Body language
• Persuasion
• Negotiation
• Writing skills
• Writing reports
• Meetings and meeting procedures
• Formal presentations
• Visual aids
• Facing the media
The laws of movie-making explains the basic legal and business principles behind producing and distributing an independent feature film. This book discusses ways of conceptualising an economically viable idea for a film and procuring financial investment, warns of the pitfalls of production, and simplifies the intricacies of international distribution, while showing you how to limit your legal liabilities. It is intended not only for film students and future film producers, but also for lawyers and entrepreneurs who are eager to understand the mechanisms of the film industry.
This publication deals with all the basic elements and some of the major issues of mass communication as it pertains to the new South Africa.
MOVIES MADE EASY – A PRACTICAL GUIDE TO FILM ANALYSIS

Second edition
L. van Nierop
186 pages; 2008
ISBN: 978 0 627 02745 1 – R475.00
eISBN: 978 0 627 02884 7 – R427.50

The introduction of film study or analysis into the school curriculum along with the presentation of courses on the art of cinema at several universities and universities of technology has led to more and more students becoming cinema literate. *Movies made easy* is a guideline for students who want to discover or rediscover the joys of cinema, while focusing on important elements such as editing, subtext, directing and irony in a film. This is an update of *Seeing sense - on film analysis*, but provides greater balance between classic and contemporary films, and South African films and Hollywood blockbusters.

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

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

Vyfde uitgawe
A.E. Coetzee
174 bladsye; 2018
ISBN: 978 0 627 03584 5 – R295.00
eISBN: 978 0 627 03585 2 – R265.50

‘n Verbeterde en bygewerkte uitgawe. Praktykgerig en bied insig in die klanke en die klanksisteem van Afrikaans, asook in die belangrikste verskille met dié van Engels en ander Suid-Afrikanse tale. Die nut van fonetiese transkripsies by lemmas in woordeboeke word uitgelig. Die belangrikheid van die optekening en beskrywing van werklike uitspraak met behulp van fonetiese tekens kry baie aandag. Gemik op studente in tale en opvoedkunde.

Inhoud:
- Wat behels Fonetiek?
- Spraakapparaat
- Fonetiese alfabet
- Van teken tot skrif tot fonetiese skrif
- Woordeboeke en uitspraak
- Onderskeidende kenmerke
- Vokale
- Konsonante
- Sillabes, intonasie en klem
- Kategoriale klanksisteme
- Uitspraakvariasie
- Spelreëls en die klanksisteem
- Klanke en klangbeelding
- Transkripsies van literêre werke
An extensive and thorough study of the development of Afrikaans literature during the first three decades of the 20th century. Follows Part 1, in which the earlier origins of Afrikaans and Afrikaans literature as well as the local Dutch writings tradition were discussed. The book starts with the origin and development of the Afrikaans language during the so-called ‘Second Language Movement’. This is followed by the two main parts of the study: a discussion of the literary works of the ‘first generation’ (Celliers, Totius and Leipoldt) and those of the ‘writers of the twenties’ (Toon van den Heever, A G Visser, C J Langenhoven and Eugène Marais). More than a literary history about texts and the lives of their authors, this study integrates the development of Afrikaans literature with the development of Afrikaner ideology and identity.
INTRODUCING CHILDREN’S LITERATURE – A GUIDE TO THE SOUTH AFRICAN CLASSROOM

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

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

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

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

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

Inhoud:
• Inleidende oorsig
• Ontstaan en vestiging van Afrikaans
• Taalverandering in Afrikaans
• Fonetiek en fonologie
• Morfologie
• Sintaksis
• Semantiek
• Pragmatiek
• Leksikografie
• Sosiolinguistiek
• Dokumentontwerp
• Normatiewe taalkunde
• Taalverwerwing en taalonderrig
An exploration of how language is intricately bound up with issues of power, status and identity. Introduces established and new linguistic concepts and theories, and links these to contemporary issues in society and the media (including social media), with a particular focus on southern Africa. Aimed at undergraduate students studying linguistics, language and communication, and related fields such as language education.

Contents include the following:

- Introduction to semiotics
- Phonetics, phonology and morphology
- Syntax: from words to sentences
- First and second language acquisition
- Language attrition
- Language families and typologies
- Linguistic diversity and its discontents
- Language and identity
- Language study and the professions
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
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 skryfformaat aan te pas. Twee nuwe hoofstukke belig die werkswyse in 'n digitale nuuskantoor, wenke vir digitale joernalistiek en beproefde skryfformate wat op papier óf aanlyn werk.

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

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

TOEGEPASTE TAALKUNDE IN AFRIKAANS

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

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

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

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

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

Contents include poems by the following poets:

- Thomas Pringle
- Roy Campbell
- Dennis Brutus
- Douglas Livingstone
- Sipho Sepamla
- Mongane Serote
- Ingrid de Kok
- Gabeba Baderoon
- Rustum
- Kozain
- Finuala Dowling
- Lesego Rampolokeng
- A host of other fresh new voices
**PERSPEKTIEF EN PROFIEL**

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 (na-graadse) student en geïnteresseerde leek van groot belang kan wees.

**DEEL 1**

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

- ’n Perspektief op die aanvangsfase 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

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- Sheila Cussons
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- Johann de Lange
- I.L. de Villiers
- Abraham H. de Vries
- Reza de Wet
- E.K.M. Dido
- I.D. du Plessis
- P.G. du Plessis
- Louis Esterhuizen
- Elisabeth Eybers
- H.A. Fagan
- Pieter Fourie
- Jeanne Goosen
- Tom Gouws
- Rachelle Greeff
- J.F.W. Grosskopf
- Henriette Grové

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

- Die vroueskrywer in die Afrikaanse letterkunde
- ’n Perspektief op die Afrikaanse drama van 1906 tot 1996
- ’n Oorsig van die Afrikaanse drama en teater van 1990 tot 2010
- ’n Blik op Afrikaanse literêre tydskrifte, “little magazines”, boektydskrifte, boekbylaes en akademiese tydskrifte
- ’n Perspektief op kinder- en jeugliteratuur

**Profiele (H–R):**
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- Ingrid Jonker
- Joos Joubert
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- Antjie Krog
- Louis Krüger
- C.J. Langenhoven
- C. Louis Leipoldt
- Louis Leroux
- Anna M. Louw
- N.P. Van Wyk Louw
- W.E.G. Louw
- Lucas Malan
- D.F. Malherbe
- Eugène N. Marais
- Johann Lodewyk Marais
- Dalene Matthee
- M.E.R.
- Deon Meyer
- John Miles
- Petra Müller
- Welma Odendaal
- Deon Opperman
- D.J. Opperman
- P.J. Philander
- H.J. Pieterse
- S.J. Pretorius
- Koos Prinsloo
- Ina Rousseau

**DEEL 3**

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

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

**Profiele (S-Z):**
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- Dan Sleigh
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- J.C. Steyn
- Wilma Stockenström
- Alexander Strachan
- Barend J. Toerien
- Totius
- Jochem van Bruggen
- C.M. van den Heever
- Toon van den Heever
- Marita van der Vyver
- Ernst van Heerden
- Etienne van Heerden
- Johannes van Melle
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An essential text for honing writing, reading, researching and studying competencies to increase chances of university success. Includes examples and practical assignments. Aimed at first-year college and university students.

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VERBITENIS EN VENSTER: DIE NEDELANDS-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 letterkundeoorsig (geskiedenis) (Deel 1) en ’n sinchroniese poolshoogte deurdat die profiele van meer as 40 belangrike Nederlandstalige skrywers gegee word (Deel 2). In die profiele word hul belangrikste werk bespreek en hul huidige plek in die Nederlandstalige letterkunde aangedui.

**DEEL 1**

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

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

**DEEL 2**

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

**Inhoud:**
- Kader Abdolah (1954–)
- Gerrit Achtenberg (1905–1962)
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- Cyriel Buyssse (1859–1932)
- Hugo Claus (1929-2008)
- Louis Couperus (1863–1923)
- Herman De Coninck (1944–1997)
- Willem Elsschot (1882–1960)
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- Eva Gerlach (1948–)
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- Luuk Gruwez (1953–)
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- Harry Mulisch (1927–2010)
- Multatuli (Edouard Douwes Dekker) (1820–1887)
- Charlotte Mutsaers (1942–)
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- Martinus Nijhoff (1896–1953)
- Leonard Nolens (1947–)
- Cees Nooteboom (1933–)
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- Paul Van Ostaijen (1896–1928)
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- Jan Wolkers (1925–2007)
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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

*Academic literacy: prepare to learn* will appeal to lecturers with large classes as well as tutors dealing with smaller groups. Although the book could also be used in follow-up support courses or in academic writing centres, it is primarily intended for use with first-time students. It comprehensively covers - in ways different from the traditional - the range of skills, competencies and learning strategies that students at this level (and beyond) need.

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

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

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

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


Dit is die analogie wat uitgebuit word in Alkant Olifant, ‘n inleiding tot die literatuurwetenskap. Die letterkunde is immers ook ‘n omvattende verskynsel en die algemene literatuurwetenskap ‘n veelsydige dissipline. Die letterkunde word dus vanuit verskillende teoretiese hoeke beskou. Moderne teoretiese sienings (bv. New Criticism, Nuwe Historisme en Postkolonialisme) word verduidelik deur ‘n klassieke teks, Jan Rabie se Droogte, deurlopend m.b.v. hierdie teoriee te belig. Gerigte vrae oor ander Suid-Afrikaanse kortverhale help verder om hierdie nuwer teoriee vir plaaslike lesers bruikbaar te maak. Daarna word basiese vrae oor die literatuurwetenskap behandel. Die boek is ‘n onontbeerlike hulpmiddel vir elke ernstige letterkundestudent en ‘n moet vir elke onderwyser en dosent wat op hoogte wil bly met ontwikkelinge in die literatuurstudie.
BAIE WORDE – IDENTITEIT EN TRANSFORMASIE BY ANTJIE KROG

J. van Niekerk
126 pages; 2016
ISBN: 978 0 627 03530 2 – R240.00
eISBN: 978 0 627 03531 9 – R216.00

South African classrooms reflect our diverse cultures and rich languages. This is a practical tool to help teachers already in service as well as teachers in training to understand the importance of South Africa’s linguistic heritage in our schools today. This guide will empower educators to reach out to learners and parents from different linguistic backgrounds and to harness the power of diversity in their classrooms.
DISCOURSE IN A MULTILINGUAL AND MULTICULTURAL COURTROOM – A COURT INTERPRETER’S GUIDE

R. Moeketsi
200 pages; 1999
ISBN: 978 0 627 02414 6 – R500.00

This book is an interdisciplinary account of aspects of language and the law. It investigates the nature of verbal interaction in the courtroom as well as court interpreting. It also discusses the linguistic problems experienced by the majority of participants of the court.
Hoe ontleed ons ‘n drama? Hoe benader ons die feit dat ‘n drama meestal geskryf is om opgevoer te word? Watter invloed het die opvoeringsgerigtheid van ‘n drama op aspekte soos die karakters, die tyd en ruimte, asook die drama se struktuur?

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

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

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

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

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

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

Contents include the following:

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

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

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

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

This is the sixth volume in the series, “Studies in language policy in South Africa”. Chapters emanate from a conference that was hosted by the guest editor, Marlene Verhoef, at the Potchefstroom Campus of the North-West University (NWU) of South Africa during July 2007.
A look at human language technology solutions for the challenges presented by today’s multilingual information society. Deals with the standard themes of machine translation, computer-aided translation, electronic language management, localisation, text mining and language interfaces. Aims also to provide an overview of developments in the field in South Africa, especially insofar as policy making is concerned, but also in terms of research and development.

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

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

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

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

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

This is the eighth volume in the series, “Studies in language policy in South Africa”. Papers were selected from a symposium held in Antwerp (Belgium) from 14–16 September 2009.
This book describes the sociopolitical background to the different languages in education policies of selected countries, discusses different policy models and identifies weaknesses in current models. For lecturers only.
This book compares language practice in the judiciary and security services in South Africa and some countries of the Southern African Development Community against the background of evolving language policy in the region. For lecturers only.
THE NEW MACRO ENGLISH AID – LANGUAGE, GRAMMAR AND GENERAL KNOWLEDGE

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

A wealth of information about language and general knowledge, which is usually found in numerous separate reference texts such as dictionaries and encyclopedias, consolidated into a single volume. Aimed at learners, students, parents and the general public alike.

Contents include the following:
• **Language**: punctuation, tenses, degrees of comparison, direct and indirect speech, derivations, synonyms and antonyms
• **General knowledge**: currencies around the world, inventions, chemical elements, conversion tables, planets, presidents and prime ministers, capital cities, the seven wonders of the ancient world
ONS KLEIN EN SILWERIGE PLANEET – AFRIKAANSE, NEDERLANDSE EN VLAAMSE GEDIGTE OOR DIE OMGEWING

J.l. Marais & A. Zuiderent (Samestellers)
128 pages; 1997
ISBN: 978 0 627 02266 1 – R340.00

Die mens se kommer oor die omgewing is een van die dominante temas van die laaste dekades van die twintigste eeu. In die Weste (en in Europa) het omgewingsbewustheid wyd posgevat en selfs ‘n modeverskynsel geword. Ofskoon daar in breë verband nog nie genoeg begrip vir die mens se bydrae tot die krisis en sy reaksie op die globale veranderinge is nie, geniet hierdie kwessies toenemend aandag in die kunste. Ook in die letterkunde kan die ‘groen gesprek’ as ‘n belangrike groeipunt beskou word.
OOR G ANGE EN VO OR T G ANGE – ‘N HULDIGINGSBUNDEL VIR PROF.
C.H.F. OHLHOFF

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

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

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

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

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

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

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

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

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

W. Burger  
190 bladsye; 2018  
**ISBN: 978 0 627 03607 1 – R210.00**  
**eISBN: 978 0 627 03608 8 – R189.00**

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

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

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

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


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

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

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

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

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

Contents include the following:

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

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

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

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

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

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

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

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

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

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

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

The laws of movie-making explains the basic legal and business principles behind producing and distributing an independent feature film. This book discusses ways of conceptualising an economically viable idea for a film and procuring financial investment, warns of the pitfalls of production and simplifies the intricacies of international distribution, while showing you how to limit your legal liabilities. It is intended not only for film students and future film producers but also for lawyers and entrepreneurs who are eager to understand the mechanisms of the film industry.
Legal pluralism focuses specifically on the recent developments in South African law concerning the legal recognition of African customary marriages and aspects of Hindu and Muslim religious marriages.

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

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

Legal pluralism is aimed at lawyers, students and academics alike.
Die Grondwet is die hoogste wet van die republiek en raak elke landsburger op verskeie maniere. Persoonlike rechte word deur die Grondwet gewaarborg. Besonderhede oor die magte en pligte van die Parlement, die provinsiale wetgewer en plaaslike owerhede word in die Grondwet uiteengesit. In hierdie publikasie word die Grondwet in maklike taal verduidelik aan die mense vir wie dit geskryf is.
The Constitution is the supreme law of the Republic and affects you in different ways. Many of your rights are guaranteed in the Constitution. Particulars about the powers of parliament, your provincial legislature and your municipality for which you may vote, appear in the Constitution. The powers and duties of the government also appear in the Constitution. In this publication, the Constitution is explained briefly to the people for whom the Constitution has been written.
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 – R490.00
eISBN: 978 0 627 03388 9 – R441.00

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

Contents include the following:

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

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

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

Contents include the following:
• The difficulty in demarcating the position of children in South Africa
• The complex diversity in the various ethnic and racial groupings in South Africa
• The local risk factors and international influences associated with youth misbehaviour
• The effective processing and treatment of youthful offenders by the South African criminal justice system
• Preventive measures based on constitutional guidelines
NEW PUBLICATION

COMMUNITY PSYCHOLOGY – SOUTH AFRICAN PRAXIS

M. Visser, J. Akhurst, R. Carolissen & N. Matamela (Editors)
494 pages; 2022
ISBN: 978 0 627 03997 3 – R650.00
eISBN: 978 0 627 03998 0 – R585.00

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

Contents include the following:
• African-centred community psychology
• Decolonising (community) psychology
• Community social impact assessment
• Peer support groups as community intervention
• Community mobilisation and social change
• HIV/AIDS and community psychology
• Substance abuse
• Gender-based violence and community wellbeing
• Poverty, unemployment and homelessness
• Racism and xenophobia
• Community trauma
HEALTH, ILLNESS AND DISABILITY – PSYCHOSOCIAL APPROACHES

Second edition
E. Ross & A. Deverell
448 pages; 2010
ISBN: 978 0 627 02750 5 – R675.00
eISBN: 978 0 627 02866 3 – R607.50

A multidisciplinary team approach to understanding how a chronic condition or disability is perceived by clients and their families from different cultural groups, who to consult in this regard, and how people use their own capacities and coping strategies under extremely stressful circumstances. Aimed at students, health care practitioners and teachers of special needs education.

Contents include the following:

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

THE PRINCIPLES AND PRACTICE OF PSYCHOLOGICAL ASSESSMENT

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

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

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

Contents include the following:

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

Contents include the following:

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

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

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

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

Contents include the following:

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

Contents include the following:

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

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

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

Contents include the following:

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

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

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

Contents include the following:

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

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

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

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

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

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

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

This inspiring and informative book will be delightful reading for academics interested in the theories exemplified, and for governmental and non-governmental organisations concerned with the upliftment and empowerment of rural or hitherto disadvantaged communities. SEIDET was not a project through which well-meaning outsiders sought to achieve induced development; rather, it was the local community that felt the need for education and initiated and embraced ICT and other training. This is the secret of its success.
The supervision of inexperienced counsellors and other helping professionals should be regarded as an integral, rather than a peripheral part of their initial and ongoing training. Furthermore, supervision can play an important role in the development and maintenance of professional competence, and in providing support for the experienced practitioner who wishes to provide the highest quality of care for clients.

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

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

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

Although primarily intended for training institutions for use by registered counsellors, this book will also be of great interest to social workers, institutions which train lay counsellors and those who support lifelong learning in the field.
Research, Reference and Student Support
Studente word begelei om die skryf van akademiese tekste op 'n sistematiese wyse te benader; opdragte te ontleed en te beplan; relevante vakinhoud in te samel en met begrip te lees; navorsing, kennis en afleidings op 'n gestruktureerde wyse in goed geformuleerde taal weer te gee sodat dit 'n samehangende geheel vorm; en terugvoer op akademiese tekste te verwerk ten einde as akademiese skrywers te groei.

**Inhoud:**

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

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

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

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

HOW TO SUCCEED IN YOUR MASTER’S AND DOCTORAL STUDIES – A SOUTH AFRICAN GUIDE AND RESOURCE BOOK

Second edition
J. Mouton
254 pages; 2022
ISBN: 978 0 627 03492 3 – R450.00
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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.

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• 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
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Third edition
M.S. Olivier
184 pages; 2009
ISBN: 978 0 627 02758 1 – R465.00
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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
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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.

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E. van Heerden-Pieterse (Editor)
317 pages; 2015
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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.

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(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
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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.

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• 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
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.

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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.

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- 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
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N. Bak

176 pages; 2004

ISBN: 978 0 627 02557 0 – R470.00
eISBN: 978 0 627 03157 1 – R423.00

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
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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.

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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:
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• Developing an argument and an academic style
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• Integrating a field study with a literature study
FINDING YOUR WAY IN QUALITATIVE RESEARCH – A BEGINNER’S GUIDE

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

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

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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.

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C. Badenhorst
212 pages; 2007
ISBN: 978 0 627 02704 8 – R475.00
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L. Beekman
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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).
YOUR GUIDE TO CASE STUDY RESEARCH

P. Rule & V. John
160 pages; 2011
ISBN: 978 0 627 02789 5 – R345.00
eISBN: 978 0 627 03004 8 – R297.00

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:
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- Dealing with context and generating questions
- Data gathering methods and strategies of data analysis and interpretation
- Addressing issues of power, ethics, trustworthiness and generalisability
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