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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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Contents include the following:

- The origin and history of community development from an international and South African perspective
- Community development principles, policy, ethics, institutions and training
- Community development project management and evaluation
- The integrated development programme (IDP)
- All aspects of participatory planning, local economic development and sustainability
- The important role played by government and NGOs
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F. Theron & N. Mchunu (Editors)
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eISBN: 978 0 627 03403 9 – R589.50

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• Action research methodology
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I. Davids & F. Theron (Editors)
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A holistic, multidisciplinary approach to the fundamentals of development theory, policies, programmes/projects and practices, namely cooperation, participatory planning and public participation. Aimed at undergraduate and postgraduate students doing courses in development studies, social work and public administration.

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• The role of developmental NGOs in South Africa
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• Scientific writing skills and research methodology
A unique look at the challenging issue of public sector ethics, at a time when South Africa is grappling with startling revelations of conduct by government officials that directly contradicts the provisions of the Constitution of the Republic of South Africa, 1996. Includes discussions of two other African countries, Botswana and Namibia, to provide perspective. Aimed at students, officials and politicians.

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

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• How public policy content, processes, outputs and outcomes can be improved to promote optimal good governance
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• Competing values and the ethics of public policy
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Contents include the following:

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D.M. Mello (Editor)
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- Career management
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I.U. Ile, C. Eresia-Eke & C. Allen-Ile
235 pages; 2019
ISBN: 978 0 627 03515 9 – R400.00
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An examination of the key concepts and practices involved in performance tracking and evaluation. Addresses emerging trends as well as ways to institutionalise monitoring and evaluation to make it more participatory. Aimed at university students (particularly those in management and public administration) as well as practitioners and decision makers in public and private sector organisations.

Contents include the following:

- Monitoring and evaluation (M&E) in the context of public policy
- Practical guide for public policy M&E
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- Executing programme/projects
- A people-centred approach to improving policy M&E activities
- Institutionalisng policy M&E in the organisation
- Deepening M&E practice through participation
- Using research in the M&E of policies, programmes and projects
- Developing M&E reports
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(NEW EDITION IN PREPARATION)

Third edition
L. Opperman & M. Fourie
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ISBN: 978 0 627 03408 4 – R705.00
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A comprehensive text on the principles and best practice of municipal finance and accounting. Deals holistically with all the key features of municipal finance and accountancy, with emphasis on the principles of sound financial governance. Aimed at students, accounting officers, financial and non-financial officials and councillors.

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• Important MFMA circulars
• Municipal public accounts committees (MPACs)
• New approaches to grants
• Supply chain management reporting framework
A discussion of how organisations work, how to conduct organisational analysis and how organisations can benefit from the advantages of intergovernmental relations in order to maximise productivity, effectiveness and profitability. Also explores how the relations between the spheres of government are affected by the shifting political environment in South Africa. Aimed at undergraduate students as well as practitioners of organisational analysis in both the private and the public sector.

Contents include the following:

- Organisational theories
- Principles of organising
- The need for organisational structure and the factors that influence it
- Organisational analysis tools and techniques
- Departmental structuring principles in South Africa
- Change management process and models
- The influence of the internal and external environments on the functioning of organisations
- Spheres of government
PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

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

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

Contents include the following:

- SCM challenges in the South African public sector
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An examination of some enduring puzzles that have to do with the most important pillars of democracy: freedom, rights, equality, justice and legitimate authority. Explores complex debates relevant to the South African context in a simple and accessible manner. Aimed at first- and second-year undergraduate students.

Contents include the following:

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

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

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

Contents include the following:

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

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

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

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

Contents include the following:

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

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

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

Contents include the following:

- The sociology of the Siyabuswa Educational Improvement and Development Trust (SEIDET)
- Explaining the developmental impact and success of SEIDET
- Academic research at SEIDET: lessons learnt and attempts to generalise
DEMOCRACY UNDER CONSTRUCTION – PATTERNS FROM FOUR CONTINENTS

U. van Beek (Editor)
480 pages; 2006
ISBN: 978 0 627 02664 5 – R695.00

This book is a major contribution to our understanding of how demographic consolidation works. It skilfully integrates a broad comparative analysis of the roles played by such factors as economic performance, institutional engineering, civil society and mass support with detailed attention to the situation-specific factors influencing democratic consolidation in five different settings: Poland, East Germany, South Africa, Chile and South Korea. For lecturers only.

Sections include the following:

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• Civil society
• Historical memory
DEMOCRATISATION OF SOUTH AFRICAN LOCAL GOVERNMENT – A TALE OF THREE CITIES

R. Cameron
345 pages; 1999
ISBN: 978 0 627 02423 8 – R635.00

This informative study gives a general overview of the constitutional and legislative procedures involved in the democratisation process from 1994. Detailed case studies analyse the demarcation process in three major metropolitan areas: Cape Town, Johannesburg and Durban. For lecturers only.
INTRODUCTION TO LOCAL GOVERNMENT FINANCE – A SOUTH AFRICAN PERSPECTIVE

J.S.H. Gildenuys
226 pages; 1997
ISBN: 978 0 627 02323 1 – R495.00

As the title suggests, this book is an introduction to the study of local government finance. It is an enlightening work aimed primarily at undergraduate students studying local government and administration at universities, technikons and technical colleges.

Contents include the following:

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

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

The book is based on the notion that in order to meet the demands of the Information Age, service delivery organisations will have to respond to the demands of the environment. Based on this theory, the book analyses the applicability of traditional government bureaucracy and identifies current trends in the transformation of systems of governance, management and organisations. This book concludes by sketching a scenario based on the analysis of the systems and structures required for delivering services in the Information Age.
RESTRUCTURING YOUR LOCAL GOVERNMENT – A PRACTICAL GUIDE

J.S.H. Gildenhuys
141 pages; 1997
ISBN: 978 0 627 02322 4 – R400.00

This book is about reorganising local government to comply with the need for efficient and effective local government and administration in the new democratic South Africa. The purpose of the book is to provide a practical guide and a new theoretical model for restructuring local government. The model is based on many years of both practical and academic experience and completely new thinking on organisational development.
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NEW PUBLICATION

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

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

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

Contents include the following:

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

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

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

Contents include the following:

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

Contents include the following:

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

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

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

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

Contents, among others, include the following:

• Identification and selection of a research topic
• Dynamics of a good research problem statement
• Designing the main and the sub-research questions
• The essence of the literature review
• Research designs: meaning, rationales and types
• The research study site
• Target population, samples and sample selection
• Data collection procedures
• Data analysis and interpretation procedures
• Ethical issues in humanities, social sciences and science education
• Presentation of research results
• Writing a good conclusion to a study
• Avoiding plagiarism and writing good references in research
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
eISBN: 978 0 627 03831 0 – R405.00

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
LIFE SKILLS – MY JOURNEY, MY DESTINY

Second edition
E. van Heerden-Pieterse (Editor)
317 pages; 2015
ISBN: 978 0 627 02953 0 – R470.00
eISBN: 978 0 627 03228 8 – R423.00

An essential workbook for everyone wanting to reach their full potential, both personally and professionally. Explains how to manage social, academic and work environments effectively as the key to personal success. Aimed primarily at learners preparing to enter the world of work, and learners who are forming new types of relationships, redefining themselves and beginning to establish their identities as adults and workers.

Contents include the following:

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

Contents include the following:

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

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


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

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

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

Inhoud:
• Taalnorme: ’n algemene perspektief
• Universele norme
• Interne norme van Afrikaans: sintaksis en morfologie
• Interne norm 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
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
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
DISSEMINATION WRITING – A RESEARCH JOURNEY

C. Badenhorst
235 pages; 2008
ISBN: 978 0 627 02769 7 – R560.00
eISBN: 978 0 627 02850 2 – R504.00

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 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
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