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Since 2001 William Germano's Getting It Published has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. But a lot has changed in the past seven years. With the publishing world both more competitive and mor... Motivation and direction for reading and understanding the great authors and works of Western culture. The Amy Vanderbilt Complete Book of Etiquette is the most authoritative book of its kind. Filled with practical advice for every occasion, business and pleasure, this book ensures that all of your social interactions will be handled with grace and confidence. This classic guide, first published in 1952, has been fully updated to reflect the concerns of the modern reader. The advice that has made Amy Vanderbilt the first name in etiquette remains pertinent today. Here is the final word on buying and using stationery, responding to dinner invitations, hosting a party, and attending religious ceremonies. The chapter of the most enduring popularity is, of course, the one on weddings. From addressing invitations to sending thank you notes, everything a bride needs to plan the perfect wedding is easily accessible. In addition to the time-honored guidance that has made this book a treasured reference, this updated edition contains information that addresses modern concerns of every kind. Here is advice on answering cellular phone calls in public, behaving courteously at the gym, and speaking at business meetings. Whether you need to compose an invitation, write a letter of condolence, address your senator, set a dinner table, or buy a gift for a foreign business associate, you will find The Amy Vanderbilt Complete Book of Etiquette practical, down-to-earth, and always reliable. Updated and revised by former White House Staff Coordinator Nancy Tuckerman and respected businesswoman Nancy Dunnan, this trusted book remains the most complete and authoritative guide to living well. A Guide to Landlord and Tenant Law provides a strong foundation in commercial landlord and tenant, and housing law. The book is designed to provide a complete course text for both undergraduate and postgraduate students from surveying and real estate management backgrounds. This clear and accessible textbook aims to introduce the reader to the fundamentals of both residential and commercial landlord and tenant law by considering the nature of the tenancy and the relationship between the parties. It examines the main elements of the commercial lease including rent, repair, alienation, termination and statutory renewal. The main types of residential tenancy are also considered including: assured and assured shorthold tenancies, secure and Rent Act tenancies and long leasehold enfranchisement. The book aims to familiarise the reader with the contractual documentation as well as the common law and statutory codes which form the basis of landlord and tenant transactions. It contains useful features such as: extracts from the Model Commercial Lease key case summaries, a glossary and chapter summaries further reading lists In addition, students on the Legal Practice Course and Bar Professional Training Course will find this to be a useful supplementary resource as will professional surveyors and lawyers looking for a refresher on the latest landlord and tenant law. A moment of contemplation in a frantic world to allow your heart to sing and spirit to soar! written and compiled by the Federal writers' project of the Works progress administration for the state of Massachusetts. I love to read. I hate to read. I don't have time to read. I only read Christian books. I'm not good at reading. There's too much to read. Chances are, you've thought or said one of these exact phrases before because reading is important and in many ways unavoidable. Learn how to better read, what to read, when to read, and why you should read with this helpful guide from accomplished reader Tony Reinke. Offered here is a theology for reading and practical suggestions for reading widely, reading well, and for making it all worthwhile. Huna philosophy is about learning to become a conscious cocreator with the Universe. Hawaiian shaman King uses Kahuna healing methods to help us access the hidden energy of life, develop powers of concentration, and make friends with the deepest aspect of our being. Learn how your Higher Self, or aumakua, is contacted in the dream dimension. Get in touch with the Mana, the hidden energy of life. Develop higher powers of concentration by utilizing the tikis, created images of sight, sound, and feeling in meditation. Become aware of your subconscious, an integral part of your being, which impatiently awaits communion with the ego. A Guide to Qualitative Field Research provides readers with clear, practical, and specific instructions for conducting qualitative research in the field. In the expanded Third Edition, Carol A. Bailey gives increased attention to the early and last stages of field research, often the most difficult: selecting a topic, deciding upon the purpose of your research, and writing the final paper, all in her signature reader-friendly writing style. This edition features research examples from graduate and undergraduate students to make examples meaningful to fellow students; a new "Putting It All Together" feature, with examples of how different parts of the research process interact; and more emphasis on the "nuts and bolts" of research, such as what to include in an informed consent form, a proposal, and the final paper. New to this Edition: Objectives features help students focus on the skills they need to develop and can be used as the basis for evaluating whether the skills have been achieved. Expanded coverage of research in virtual settings ensures that readers get a well-rounded understanding of both in-person and digital research methods. Examples of research conducted by students help students generate ideas for their own research, provides concrete examples of the material discussed in the guide, and illustrates that field research is not just done by advanced scholars. The world's oldest and best-organized conglomerate reveals management techniques everyone can use. Unlike other guides to business, this book shuns theoretical verbiage to present the philosophy of leadership that founded and captained "The Silent Empire" through centuries of expansion and success. The plans of action and gems of counsel contained herein are neither violent nor criminal; rather, they reflect a penetrating understanding of the dynamics of human nature. Contextual commentary guides readers through a carefully abridged version of the Missouri State Constitution. DIV In her entertaining and edifying New York Times bestseller, acclaimed author Francine Prose invites you to sit by her side and take a guided tour of the tools and tricks of the masters to discover why their work has endured. Written with passion, humour and wisdom, Reading Like a Writer will inspire readers to return to literature with a fresh eye and an eager heart – to take pleasure in the long and magnificent sentences of Philip Roth and the breathtaking paragraphs of Isaac Babel; to look to John le Carré for a lesson in how to advance plot through dialogue and to Flannery O'Connor for the cunning use of the telling detail; to be inspired by Emily Brontë's structural nuance and Charles Dickens's deceptively simple narrative techniques. Most importantly, Prose cautions readers to slow down and pay attention to words, the raw material out of which all literature is crafted, and reminds us that good writing comes out of good reading. /div This acclaimed guide to children's physical, psychological and spiritual development is now available in a fourth revised edition. Combining up-to-date medical advice with issues of development and education, this is a definitive guide for parents. This is the book for anyone who has ever wanted a deeper understanding of their children's illnesses, or sought a more holistic approach to children's health. As well as comprehensively covering medical issues, it also discusses parenting techniques, education, spirituality and play -- a truly integrated approach to all aspects of raising healthy children in the broadest sense. The authors have over 20 years' experience treating children at Herdecke Hospital, Germany, which is run using anthroposophical principles. The fourth edition includes updates on treatments for tonsillitis, croup, sunstroke and headache. The section on vaccinations includes the latest recommendations including measles, meningococcal and HPV. There is also a new section on electromagnetic pollution, including mobile (cell) phones. Wild Things and Castles in the Sky: A Guide to Choosing the Best Books for Children gives the reader over 40 essays that examine specific types of children's books and offer suggestions in each category. Among the topics covered are: imagination, faith, classic literature, middle school books, race, fantasy, contemporary children's books, Shakespeare, art history, Newbery books, young adult novels, poetry, and more. Curated and edited by Leslie and Carey Bustard with Théa Rosenberg (a mother-daughter team and a children's books blogger), Wild Things and Castles in the Sky will encourage and envision parents, grandparents, teachers, and friends--to know the power of a good story and to share it with a child they love. This revised and greatly expanded edition of a well-established reference book presents 5105 feature length (four reels or more) Western films, from the early silent era to the present. More than 900 new entries are in this edition. Each entry has film title, release company and year, running time, color indication, cast listing, plot synopsis, and a brief critical review and other details. Not only are Hollywood productions included, but the volume also looks at Westerns made abroad as well as frontier epics, north woods adventures and nature related productions. Many of the films combine genres, such as horror and science fiction Westerns. The volume includes a list of cowboys and their horses and a screen names cross reference. There are more than 100 photographs. A popular entrepreneur explains the true happiness comes not from wealth but from inner contentment and shares personal stories of his own rise to success and how he never failed to remain grounded during the process. Boys, best friends and a summer spent backpacking around Europe... What could possibly go wrong? The perfect holiday read from bestselling YA author, Sarah Mlynowski. Sydney Aarons is leaving her Manhattan townhouse for a summer backpacking around Europe with her best friend, Leela. They're visiting London, France, Italy, Switzerland and everywhere in between - it's going to be the trip of a lifetime. BUT... The trip gets off to a bad start when Leela's ex-boyfriend shows up on their flight out of JFK. When they touch down in London, Leela Instagrams their every move in the hope Matt will come and find them... Which he does, along with the most gorgeous guy Sydney has ever seen. Will Sydney's summer fling last the distance? And what will happen when they all head home? Unlike some other reproductions of classic texts (1) We have not used OCR(Optical Character Recognition), as this leads to bad quality books with introduced typos. (2) In books where there are images such as portraits, maps, sketches etc We have endeavoured to keep the quality of these images, so they represent accurately the original artefact. Although occasionally there may be certain imperfections with these old texts, we feel they deserve to be made available for future generations to enjoy. More irreverent than ever, the popular guide to fully understanding and enjoying sex has now been revised with new chapters such as "Sex When You're Really Old, "

"When Sex Gets Boring," and "How to Be Cool When You're Not." 65 illustrations. This book provides clergy, laity, and students with a thorough introduction to their faith as set forth in the Book of Confessions. Jack Rogers explains technical terms and places current issues in perspective by examining the meaning of the creeds, confessions, and declarations found in the Book of Confessions. He examines their role in history, their full meaning, and their continued relevance to the Christian community. Writing a book is fun and easy--yes, FUN AND EASY--but it may not always feel that way. How do you find the time to write? How do you keep momentum? How do you deal with the horror of showing anyone a single sentence of your work-in-progress? The answers remain fun and easy, and author Elizabeth Sims will take your hand, dispel your worries, and show you how it's done in this stress-free guide to accomplishing your dream of writing your book. In *You've Got a Book in You*, Elizabeth is that encouraging voice guiding you through the entire process, from finding the right time and place to gathering all of your creative tools to diving right in and getting it done--page by page, step by step. It's easier than you think, and it all starts right here, right now. "This guide is witty, warm, and wise--and wonderfully down-to-earth as well. Elizabeth Sims doesn't just tell you that you've got a book in you, she shows you how to pour it out using your own creative spirit, common sense, and persistence." ~Lori L. Lake, author of *The Gun Series* and *The Public Eye Mystery Series* "If you're searching for the spark of inspiration to get started writing a book, and the nourishment to sustain you to THE END, Elizabeth Sims's *You've Got a Book in You* will show you how to find it in yourself." ~Hallie Ephron, award-winning author of *There Was an Old Woman* "You won't find an easier-to-follow or more inspirational writing guide." ~L.J. Sellers, author of the bestselling Jackson mysteries "By focusing the high beams of her intelligence (and humor!) on the twisty trail of book-writing, in *You've Got a Book in You*, Elizabeth Sims proves herself a true writer's friend. As she guides you from the creation of a "working title" through her (brilliant!) "Making-It-Better Process," this well-established pro plays her most impressive cards--stacking the deck in favor of YOU!" ~Jamie Morris, Director, Woodstream Writers "Elizabeth Sims packs a twelve-week writing course into 280 pages. Inspirational and yet extremely hands-on, *You've Got a Book In You* will give newbies confidence to forge ahead and will remind veteran writers why they began writing in the first place--for the joy of it. I won't be surprised when the brilliant terms 'stormwriting' and 'heartbrain' become part of every writer's lexicon." ~Julie Compton, author of *Tell No Lies and Keep No Secrets* "The book is encouraging and inspiring, practical and witty. As a seasoned writer, I appreciate the reminders about the importance of putting yourself on a writing schedule. No more excuses. The many 'writing blasts' are very helpful and will get any writer out of the starting blocks. I especially enjoyed the section, 'Writing with the Masters.' What better way to get inspired, get a feel for different styles, and get jump-started on your writing? Excellent advice that I plan to incorporate in my future classes. I concur with Sims that 'writer's block' is greatly exaggerated. Is there any other profession that claims such a phenomenon? 'Excuse me, but I have 'book-keeping block,' 'playing music block,' or 'painting block' today? I don't think so. Get yourself on a schedule, read some Sims, write with the masters, and you'll be on your way. You'll be glad you met this friend on your journey to becoming a successful writer." ~Gesa Kirsch, Ph.D., Professor of English, Director of Valente Center for the Arts and Sciences, Bentley University If you own a car, use public transportation, go to work or school, use health care, shop or dine out, or are part of a metropolitan community, parking affects you, probably in more ways than you've thought about. Because parking has such a huge effect on what happens in cities and towns and how the greater transportation system functions, decision-makers are beginning to realize that it's critical to employ parking expertise at the beginning of the planning process. Designing and implementing an effective, professionally managed parking strategy can mean the difference between frustrating and costly traffic congestion and efficient, time-saving traffic flow. *A Guide to Parking* provides information on the current state of parking, providing professionals and students with an overview on major areas of parking and the transportation and mobility industry, punctuated by brief program examples. Analyzes the art of reading and suggests ways to approach literary works, offering techniques for reading in specific literary genres ranging from fiction, poetry, and plays to scientific and philosophical works. Discover the secrets of moss Unassuming yet beautiful, moss has been used for centuries in gardens, medicine, and handicrafts around the world. It is most often associated with damp, shady spaces, but can be found in the most unexpected and far-flung places in the world, from deserts to Antarctica. Moss is Swedish writer and plant artist Ulrica Nordström's celebration of this humble plant. Nordström introduces readers to the key varieties of moss and where they can be found, and tours some of the most beautiful moss gardens in Oregon, Sweden, and Japan, where moss-viewing has become a national phenomenon. She also teaches readers how to identify and gather different moss species, cultivate moss, tie Japanese moss balls (kokedama), and plant moss landscapes in pots and terrariums. With stunning photography and botanical illustrations, this unique book will be treasured by plant lovers of all kinds. "An exploration of the global meaning of food and what all of us can do to exercise power over the food industry and, ultimately, our environment"--Provided by the publisher. "A Guide to Better Movement is a resource for movement professionals, athletes, chronic pain sufferers, and anyone else who wants to move better and feel better. The book offers a clear and practical look at emerging science related to the brain's role in movement and pain. It will forever change the way you look at movement. In it, you will learn: the essential qualities of movements that are healthy and efficient; why good movement requires healthy "maps" in the brain; why pain is sometimes more about self-perception than tissue damage or injury; the science behind mind-body practices; general principles that can be used to improve any movement practice; and 25 illustrated and simple movement lessons to help you move better and feel better."--Amazon.com. "Bert Herrman, probably the world's most respected expert on handballing, offers the definitive guide to one of sexuality's final frontiers. The book explains in depth not only techniques and health considerations, but a myriad of other details that affect participants, including chapters on the Kundalini and spiritual aspects of handballing"--Page 4 of cover *Journeywell: A Guide to Quality Aging* will help you in that process. You are on a journey from the moment you are born. You move through life in cycles of beginnings and endings, experiencing and changing as you go. this is not a how-to-do-aging book. There is no "right way" to grow old. There is no lock-step path. What is "right" for me may not fit for you at all. It is about possibilities and making good choices. *Journeywell* helps you reflect on how to be the person you want to be. It asks you to give some thought to how you can make your last years, whether two, ten, twenty, thirty, or very little time as good as it can be. it asks questions for you to ponder. It provides information and suggestions that have worked well for others and asks you to figure out what might work best for you. Better and worse choices could greatly enhance or complicate your later years. *Journeywell's* goal is to make your own journey easier and more satisfying. A beautifully illustrated guide to the colorful gardens that surround the Smithsonian museums along the National Mall, each unique in its design, plant materials, and purpose. Many visitors are surprised to learn that the Smithsonian Institution includes extensive gardens and landscape areas. All have been designed to complement the museums they border and to enhance the overall museum experience. Imagine having the Smithsonian's resources and knowledge to solve the problems that confront every gardener: holding four-season interest, experimenting with exotic plants, designing a garden that reflects the architecture around it, creating a contemplative space, recreating historic or themed gardens, and much more. The Smithsonian Gardens are wide ranging: gardens that reflect distinct cultural influences; a rose garden; an intimate, four-season wonder filled with a vast selection of plants; an ever-changing backdrop and contemplative haven for viewing large-scale works of art; an eco-sensitive Native American habitat considered an extension of the building; an urban space dedicated to butterfly gardening; historical gardens that reflect the classic American flower garden and the Victory gardens of World War II; a classical oasis that invites reflection and contemplation; a historic courtyard turned all-season favorite with architectural pinache; the greenhouses that support these gardens and the museums with orchid displays, seasonal interest, and plant materials; and a garden collection that includes both furniture displayed in garden settings and extensive collections documenting historic and contemporary American gardens. EVERYTHING YOU NEED TO KNOW ABOUT DC AREA PRIVATE SCHOOLS - A guide to the private school admission process - The pros and cons of public and private schools - How many schools to apply to and when to begin the application - How to find the right match for your child's unique learning style - Ann's rules for bettering your chances of acceptance - 94 profiles on DC Area private schools The New Tequila Tequila has come a long way since the days of salt, shot, lime, repeat. With tequila consumption on the rise, people are choosing tequila on more occasions, experimenting with new labels, and learning to appreciate the nuances of flavor. TEQUILA is an all-in-one reference for the top-shelf tequila connoisseur, with chapters on the history and lore of tequila, insight into how tequila is made, an exploration of the agave fields of Jalisco, and a drinker's guide to the four types of tequila: blanco, reposado, añejo, and extra añejo. James Beard Award-winning author and chef Joanne Weir takes tequila beyond the margarita (although she opens the book with the very best margarita recipe) to a wide range of drink and food recipes. TEQUILA features more than 35 cocktails from her own repertoire, as well as contributions from some of the top tequila bar-tenders in the country, including classics like the Sangrita and La Batanga and novel variations like the Cable Car No. 2 and the Surly Temple. Weir also presents more than 20 tequila-infused sides, mains, and desserts, from Gazpacho with Drunken Prawns to Bay Scallop Ceviche to Tequilamisu. Join a new generation of aficionados for a celebration of the agave plant's most spirited and fiery creation, along with new and innovative ways to appreciate tequila. A love for reading is one of the most precious gifts that we can give children. It nurtures their imagination and creativity, lets them explore other worlds, and opens their minds to new truths and knowledge in appealing, inspiring ways. But how can we sort through thousands of children's books to discover the really worthwhile ones? Elizabeth Wilson offers us a newly revised, comprehensive guide to the very best in children's literature. Just as in the original volume, she comments on the tone and content of excellently written, captivating books in over two dozen subject areas. Hundreds of new titles have been added while retaining timeless classics and modern favorites--all of which respect traditional values. So that no matter what the children's ages are or whether they love fact or fiction, you can trust these books to share things that you can believe in and kids will delight in. A highly provocative, mindbending, beautifully designed, and visionary look at the landscape of our rapidly evolving digital era. 50 years after Marshall McLuhan's ground breaking book on the influence of technology on culture in *The Medium is the Massage*, Basar, Coupland and Obrist extend the analysis to today, touring the world that's redefined by the Internet, decoding and explaining what they call the 'extreme present'. THE AGE OF EARTHQUAKES is a quick-fire paperback, harnessing the images, language and perceptions of our unfurling digital lives. The authors offer five characteristics of the Extreme Present (see below); invent a glossary of new words to describe how we are truly feeling today; and 'mindsource' images and illustrations from over 30 contemporary artists. Wayne Daly's striking graphic design imports the surreal, juxtaposed, mashed mannerisms of screen to page. It's like a culturally prescient, all-knowing email to the reader: possibly the best email they will ever read. Welcome to THE AGE OF EARTHQUAKES, a paper portrait of Now, where the Internet hasn't just changed the structure of our brains these past few years, it's also changing the structure of the planet. This is a new history of the world that fits perfectly in your back pocket. 30+ artists contributions: With contributions from Farah Al Qasimi, Ed Atkins, Alessandro Bavo, Gabriele Basilico, Josh Bitelli, James Bridle, Cao Fei, Alex Mackin Dolan, Thomas Dozol, Constant Dullaart, Cecile B Evans, Rami Farook, Hans-Peter Feldmann, GCC, K-Hole, Liam Gillick, Dominique Gonzalez-Foerster, Eloise Hawser, Camille Henrot, Hu Fang, K-Hole, Koo Jeong-A, Katja Novitskova, Lara Ogel, Trevor Paglen, Yuri Patterson, Jon Rafman, Bunny Rogers, Bogosi Sekhukhuni, Taryn Simon, Hito Steyerl, Michael Stipe, Rosemarie Trockel, Amalia Ulman, David Weir, Trevor Yeung. This is the first book created primarily for the field identification of parrots, one of the most familiar and colorful groups of birds. From the mighty macaws to the diminutive pygmy parrots, the 350 species of parrots include cockatoos, parakeets, lovebirds, and Budgerigar. Most are brightly colored or even gaudy, but a few are drab, and some are nocturnal and flightless. Parrots, found throughout most of the warmer regions of the world, occur in greatest numbers in Australasian and South America. This book includes 88 superb color illustrations of every species and most identifiable subspecies of parrot, as well as range maps of their locations. It offers many firsthand insights into the ecology of each species, vocalizations, life cycle characteristics, and geographical variation. It also provides up-to-date information on the conservation status of those species of parrots that are threatened or endangered. If you've ever wanted to experience personal and/or professional growth, but haven't been able to find practical ways to develop and implement this vital knowledge, this book has the inside track information you've been searching for! Co-written by a personal growth researcher and life coach, and a top business executive who also teaches and trains "soft" business skills, this book bridges the gap between personal and professional growth as well as scaffolding theory with concrete plans of action to ensure you are successful in your growth development efforts in all facets of your life. Here are just some of the insightful growth strategies you'll find in this book: The Balancing Act of Personal Growth Growing your Career to its Maximum Potential Being Lonely vs. Being Alone How Personality Affects Growth Development Networking vs. Collaboration Social and "Soft" skills Development This book has been carefully designed to give you all the strategies needed to map your own personal and/or professional growth plan of action that will implement all your growth goals. Are you ready to make your dreams of personal and professional growth a reality? Get this book now!

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