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KEY=SAGE - AYDIN MAHONEY

Sage Instant Accounts For Dummies

John Wiley & Sons **Get to grips with Sage Instant Accounts in simple steps. This comprehensive guide walks you through every aspect of setting up and using Sage Instant Accounts, from downloading and installing the software to customizing it to your needs. Packed with handy step-by-step instructions (and fully illustrated with screenshots), this book is the easiest way to get the most from Sage Instant Accounts and take control of your business finances. Learn to: Keep track of money in and out and easily view your cash position Produce reports on your business performance and profitability Store customer information and easily generate quotes, invoices and remittances Record and accurately manage your VAT - and submit your VAT return to HMRC online Prepare for business audits and your financial year-end**

Boss It

Control Your Time, Your Income and Your Life

Kogan Page Publishers **Do you dream of ditching the day job, doing your own thing and being your own boss? Are you ready to Boss It? In this invigorating and highly practical book, serial entrepreneur Carl Reader provides exactly the fire and guidance you need to get started. Designed to cut through the business jargon, this handy guide will take you through everything you need to establish and run your own business - from the mindset it takes to turn a dream into a plan, to the need-to-know practical stuff for running and growing a business. Featuring case studies, templates and exercises to help you put what you read into action, and turn that dream into a reality, this motivational book will enable you to be your own boss, to take control of your income, your time and your life... and Boss It.**

Acing Online Assessment

Your Guide to Success

SAGE **Facing an online assessment? Here's how to ace it. This straightforward guide helps you translate your existing skills into an online environment. It enables you to transition from understanding familiar, offline assessments to succeeding in formal online assessments by breaking down what you are being asked to do - then shows you how to prepare, where to get help and what to do on the day. From presentations to portfolios, it demonstrates that, once you understand this new way of being assessed, you can make the most of working online to improve your grades and excel in your work. It also: Equips you with strategies to help manage anxieties around online assessment. Highlights the challenges and benefits that are unique to online assessment. Demonstrates how to make the most of feedback to support your development as a self-reflective learner. With each chapter built around key student questions, this guide is perfect for dipping into for any type of online assessment.**

Sage Beginner's Guide

[Packt Publishing Ltd](#) **Annotation** Your work demands results, and you don't have time for tedious, repetitive mathematical tasks. Sage is a free, open-source software package that automates symbolic and numerical calculations with the power of the Python programming language, so you can focus on the analytical and creative aspects of your work or studies. Sage Beginner's Guide shows you how to do calculations with Sage. Each concept is illustrated with a complete example that you can use as a starting point for your own work. You will learn how to use many of the functions that are built in to Sage, and how to use Python to write sophisticated programs that utilize the power of Sage. This book starts by showing you how to download and install Sage, and introduces the command-line interface and the graphical notebook interface. It also includes an introduction to Python so you can start programming in Sage. Every major concept is illustrated with a practical example. After learning the fundamentals of variables and functions in Sage, you will learn how to symbolically simplify expressions, solve equations, perform integrals and derivatives, and manipulate vectors and matrices. You will learn how Sage can produce numerous kinds of plots and graphics. The book will demonstrate numerical methods in Sage, and explain how to use object-oriented programming to improve your code. Sage Beginner's Guide will give you the tools you need to unlock the full potential of Sage for simplifying and automating mathematical computing. Effectively use Sage to eliminate tedious algebra, speed up numerical calculations, implement algorithms and data structures, and illustrate your work with publication-quality plots and graphics.

Sage 50 Accounts For Dummies

[John Wiley & Sons](#) **NOW UPDATED FOR THE 2011 VERSION OF SAGE 50!** This step-by-step guide offers the latest guidance on using Sage 50 Accounts, the UK's most popular small business accounting solution. From setting up and installing the software and creating your chart of accounts to invoicing customers, running VAT returns and producing monthly accounts; Sage 50 Accounts For Dummies will have you handling your own accounts efficiently - and profitably in no time. Sage 50 Accounts For Dummies includes information on: Setting Up and Installing Sage Line 50 Introducing Sage Line 50? Creating your Chart of Accounts Setting Up Records Opening Balances Day to Day Functions Preparing your Customers paperwork Invoicing your Customers Dealing with paperwork from your Suppliers Recording your Bank entries Maintaining and correcting entries More Day to Day Functions Sales Order Processing Purchase Order Processing Keeping track of your Products Setting up Projects Using Foreign Currency Monthly/Quarterly/Annual Routines Reconciling your Bank account Working with the Company module Running VAT Returns Using Reports to manage your business Producing Monthly Accounts More Complicated Stuff Ten Useful Reports Quick Tips for Speedy Processing Wizards

Security Sage's Guide to Hardening the Network Infrastructure

[Elsevier](#) This is the only computer book to focus completely on infrastructure security: network devices, protocols and architectures. It offers unique coverage of network design so administrators understand how they should design and protect their enterprises. Network security publishing has boomed in the last several years with a proliferation of materials that focus on various elements of the enterprise. * This is the only computer book to focus completely on infrastructure security: network devices, protocols and architectures * It offers unique coverage of network design so administrators understand how they should design and protect their enterprises * Helps provide real practical solutions and not just background theory

Bookkeeping and Accounting All-in-One For Dummies - UK

[John Wiley & Sons](#) **UK bookkeeping and accounting basics for the rest of us** Unless you're one of those rare "numbers people," the thought of accounting and bookkeeping probably make your head spin. While these pragmatic and confusing practices may not be fun for the rest of us, mastering them is absolutely essential in order to run and maintain a successful business. Thankfully, Bookkeeping & Accounting All-in-One For Dummies, UK Edition, is here to take the intimidation out of crunching numbers and offers easy-to-follow, step-by-step instruction on keeping your business' finances in order with information specific to a business in the United Kingdom. Written in plain English and packed with loads of helpful instruction, this approachable and all-encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software. Inside, you'll find out how to prepare financial statements, balance your books, keep the tax inspector off your back, and so much more. Gives you access to supplemental online samples of bookkeeping forms, accounting templates, and spreadsheets Includes many practical bookkeeping and accounting exercises and templates Simplifies every aspect

of accounting and record-keeping Shows you how to run your business "by the books" If you're a small business owner or employee who is confused and intimidated by managing your accounts and books, this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat.

SAGE Handbook of Mixed Methods in Social & Behavioral Research

SAGE Rev. ed. of: Handbook of mixed methods in social & behavioral research.

SAGE Brief Guide to Business Ethics

SAGE Publications This guide to business ethics provides key terms and concepts related to business ethics in a short, easy-to-use format. It provides objective coverage of theories, corporate social responsibility, human resources issues, consumer protection, and ethical issues in marketing and advertising. It is an ideal supplement for business ethics courses or as a reference for students and practitioners who would like to learn more about the basics of business ethics.

The International Student's Survival Guide

How to Get the Most from Studying at a UK University

SAGE The International Student's Survival Guide is a comprehensive and easy-to-use guide to studying and living in the UK. It will be invaluable in preparing international students for the inevitable differences in culture, customs, and academic life, and helps to ensure they get the most out of their time at University. Gareth Davey provides students with all the information needed to make the right choice about where to study and provides valuable advice on how to settle into your new surroundings, including guidance on: Choosing and applying for a course Leaving home and arriving in the UK Managing finances and living costs Academic culture Teaching and assessment methods Health and welfare Life after graduation Throughout the guide there are checklists and self-evaluation forms to help the reader chart their progress. A glossary is included to aid understanding of the topics covered, and directories of additional sources of information make it easy to find out more where necessary. This guide will be a useful resource for students coming to the UK to embark on either undergraduate or graduate study in any subject.

The SAGE Handbook of Early Childhood Policy

SAGE Recent authoritative evidence suggests that an estimated 200 million children under five fail to achieve their developmental potential due to factors including poor health and nutrition and the lack of stable high quality care. A significant number of the world's children today lack the basic rights to health, development and protection. In light of such statistics, early childhood services for young children have expanded around the world. The SAGE Handbook of Early Childhood Policy draws critical attention to policy in Early Childhood Education and Care (ECEC) its relationship to service provision and its impact on the lives of children and families. The perspectives of leading academics and researchers from Europe, North America, South America, Africa, Australasia and Asia have been arranged around five key themes: Part 1: The Relationship Between Research, Policy And Practice: Country Case Studies Part 2: Equitable Early Childhood Services: Intervention to Improve Children's Life Chances Part 3: Extending Practice: The Role of Early Childhood Services In Family Support Part 4: Participation, Rights and Diversity Part 5: Future Directions for Early Childhood Policy This handbook is essential reading for practitioners, stakeholders and others committed to working within early years services to achieve an awareness of policy and its implications for services and practice.

Sage One For Dummies

John Wiley & Sons Get to grips with Sage One in simple steps. Sage One For Dummies explains every aspect of setting up and navigating Sage One, the newest accounting solution for small businesses and sole traders. It includes clear instructions for using Sage One Accounts including setting up customer and supplier records, creating invoices, paying customers and suppliers, bank reconciliation, VAT returns and reporting. It also explains how to use the Cashbook function (if your business is more cash-based) and how to work with your

accountant using the Accountant Edition. Packed with step-by-step instructions and fully illustrated with screenshots, this book is the easiest way to get the most from Sage One and take control of your business finances. Shows readers how to set up, install and navigate using dummy data Features setting up customer & supplier records Details how to create invoices for customers and suppliers Enables the reader to produce their own reports

An Applied Guide to Research Designs

Quantitative, Qualitative, and Mixed Methods

SAGE Publications The Second Edition of *An Applied Guide to Research Designs* offers researchers in the social and behavioral sciences guidance for selecting the most appropriate research design to apply in their study. Using consistent terminology, the authors visually present a range of research designs used in quantitative, qualitative, and mixed methods to help readers conceptualize, construct, test, and problem solve in their investigation. The Second Edition features revamped and expanded coverage of research designs, new real-world examples and references, a new chapter on action research, and updated ancillaries.

The Content Analysis Guidebook

SAGE Content analysis is one of the most important but complex research methodologies in the social sciences. In this thoroughly updated Second Edition of *The Content Analysis Guidebook*, author Kimberly Neuendorf provides an accessible core text for upper-level undergraduates and graduate students across the social sciences. Comprising step-by-step instructions and practical advice, this text unravels the complicated aspects of content analysis.

Monthly Catalog of United States Government Publications

Existential Kink

Unmask Your Shadow and Embrace Your Power (A method for getting what you want by getting off on what you don't)

Weiser Books A smart, sexy guide to embracing the repressed, tabooed, and often unwanted aspects of ourselves so we can discover our inner power and finally live the life we deserve. "We always get exactly what we want; but often, though we may not be aware of it, what we most want is dark—very dark." Each of us has a dual nature: we are light (conscious) and dark (unconscious). The dark side of our personality—the "other," the shadow side—is made up of what we think is our primitive, primal, negative impulses—our "existential kink." Our existential kink also drives the dark or negative repeating patterns in our life: always choosing the abusive partner or boss, settling for less, thinking that we're undeserving, not worthy. But it also is the source of our greatest power. In *Existential Kink*, Carolyn Elliott, PhD, offers a truth-telling guide for bringing our shadow into the light. Inviting us to make conscious the unconscious, Elliott asks us to own the subconscious pleasure we get from the stuck, painful patterns of our existence. *Existential Kink* provides practical advice and meditations so we truly see our shadow side's "guilty pleasures," love and accept them, and integrate them into our whole being. By doing so, Elliott shows, we bring to life the raw, hot, glorious power we all have to get what we really want in our lives.

Development Fieldwork

A Practical Guide

[SAGE Publications Ltd](#) `Every now and then one stumbles across a breath of fresh air and this practical research guide is certainly one of them!.. It will be no doubt refreshing for those of us who keep going to the field and who perhaps have forgotten the human dimension of research. For those who supervise students the book will be a useful source of inspiration.... I shall certainly recommend the book to any of my students' - Development and Change `Development Fieldwork is an excellent examination of and preparation for development research and will be an invaluable guide to all those entering or considering fieldwork, wherever that may be' - Progress in Development Studies `I would strongly recommend it as a field textbook across a range of disciplines and topics. The tone is thoughtful, engaging and pragmatic, with all of the chapters contributing equally to a very high quality publication. It is the best book I have read on fieldwork for a while. It is essential for anyone contemplating 'development' based study, but it also contains a great deal of value and interest to geographers, sociologists and other students working in and on the West' - Singapore Journal of Tropical Geography 'This is an outstanding book, and one that all of us engaged in fieldwork in "developing countries" will want to read and doubtless re-read. Thoughtful, relevant and consistently well-written' - Professor Stuart Corbridge, London School of Economics and University of Miami 'An excellent overview of the pitfalls and problems of fieldwork in remote places... elegant and enjoyable, incisive and elegant... good humoured and eminently practical - the "Lonely Planet" guide to the field' - Professor John Connell, Sydney University 'A very welcome and richly inviting review of the politics, ethics and practicalities of fieldwork, Development Fieldwork deserves reading in many 'fields'. This will surely travel far' - James D Sidaway, National University of Singapore 'I warmly commend this guide to anyone planning or even thinking about fieldwork in the Third World. Postgraduates and academics will find it particularly good, as it not only raises an abundance of practical and logistical points but explores fundamental ethical and epistemological concerns to an unusual degree, including issues not addressed elsewhere. The clarity and attention to detail are also very welcome, as is the ease with which the book can be navigated' - Janet Townsend, University of Durham `Developmental Fieldwork provides a useful guide packed with information on practical and personal (and sometimes political) matters. As with all good `rough' guides, rather than fixing options and closing issues, the authors make it a point to suggest flexible itineraries across the terrain of the `field'. The book should in time become a well-thumbed, dog-eared volume, thrown into the haversack along with the notebook (both sorts), tape recorder, mosquito repellent, sunglasses and sturdy shoes' - Brenda S A Yeoh, National University of Singapore 'A good introductory text that will assist the novice development researcher to prepare for a new experience and will also provide a timely reminder for more experienced researchers' - Evaluation Journal of Australasia Development Fieldwork provides an indispensable new resource and guide for all students undertaking development fieldwork in the Third World. Accessible and lively, the text: - introduces the basics of research design and methodology together with guidance on choosing the best research methods; - provides `hands on' advice (practical, personal and ethical) to those preparing to enter `the field'; - covers the initial planning and preparation stages to end writing up and tips for the successful resumption of life back home. The authors draw upon a rich and diverse set of fieldwork experiences across the developing world (rural and urban) and utilize case studies to illustrate the many common issues and challenges that will face both new and experienced fieldwork researchers. It will be an essential text and companion to all postgraduate and research students across the social sciences.

The Report Guide

Project Management Reports for Sage Timberline Office

[CreateSpace](#) Your essential guide to Project Management reporting in Sage Timberline Office! The Report Guide explains and depicts almost 200 forms and reports from the Project Management application. It provides a sample image for each report. Detailed notes explain purpose, conditions, prompts, special considerations, and similar or alternative reports. It even includes reports not found on standard menus. A helpful introduction explains report access, file names, locations, and more. Whether learning Project Management or just looking to get more out of your construction software, you need The Report Guide: Project Management Reports for Sage Timberline Office. "Timberline has hundreds of reports and it is hard to know which one we prefer. Sometimes we tweak one only to find out later there is one almost exactly the same in the system already. This book shows all the reports and is easy to navigate through." Customer comment on The Report Guide: Job Cost Reports for Sage Timberline Office.

The SAGE Handbook of Social Research Methods

SAGE The **SAGE Handbook of Social Research Methods** is a must for every social-science researcher. It charts the new and evolving terrain of social research methodology, covering qualitative, quantitative and mixed methods in one volume. The Handbook includes chapters on each phase of the research process: research design, methods of data collection, and the processes of analyzing and interpreting data. The volume maintains that there is much more to research than learning skills and techniques; methodology involves the fit between theory, research questions research design and analysis. The book also includes several chapters that describe historical and current directions in social research, debating crucial subjects such as qualitative versus quantitative paradigms, how to judge the credibility of types of research, and the increasingly topical issue of research ethics. The Handbook serves as an invaluable resource for approaching research with an open mind. This volume maps the field of social research methods using an approach that will prove valuable for both students and researchers.

Handbook of Research Methods and Applications in Heterodox Economics

Edward Elgar Publishing Despite the important methodological critiques of the mainstream offered by heterodox economics, the dominant research method taught in heterodox programmes remains econometrics. This compelling Handbook provides a comprehensive introduction to a range of alternative research methods, invaluable for analysing the data prominent in heterodox studies. Providing a solid basis for a mixed methods approach to economic investigations, the expertly crafted contributions are split into three distinct sections: philosophical foundation and research strategy, research methods and data collection, and applications. Introductions to a host of invaluable methods such as survey, historical, ethnographic, experimental and mixed approaches, together with factor, cluster, complex and social network analytics, are complemented by descriptions of applications in practice. Practical and expansive, this Handbook is highly pertinent for students and scholars of economics, particularly those dedicated to heterodox approaches, as it provides a solid reference for mixed methods not available in mainstream economics research methods courses.

Qualitative Methods in Business Research

SAGE 'Comprehensive, current and compelling, a winning combination for any research student or practitioner interested in increasing his/her knowledge about qualitative methods as they apply to business research' - The Qualitative Report Covering all the major qualitative approaches in business studies (including case study research, ethnography, narrative inquiry, discourse analysis, grounded theory and action research), this practical how-to guide shows how qualitative methods are used within management, marketing, organizational studies and accounting. Within each approach, the authors consider crucial issues such as framing the research, generating research questions, getting access, collecting empirical materials, reporting the results and evaluating the research. Original case studies drawn from around the world are included throughout to demonstrate the practical applications of the methods discussed.

The SAGE Encyclopedia of Abnormal and Clinical Psychology

SAGE Publications Abnormal and clinical psychology courses are offered in psychology programs at universities worldwide, but the most recent major encyclopedia on the topic was published many years ago. Although general psychology handbooks and encyclopedias include essays on abnormal and clinical psychology, such works do not provide students with an accessible reference for understanding the full scope of the field. The **SAGE Encyclopedia of Abnormal and Clinical Psychology**, a 7-volume, A-Z work (print and electronic formats), will be such an authoritative work. Its more than 1,400 entries will provide information on fundamental approaches and theories, various mental health disorders, assessment tools and psychotherapeutic interventions, and the social, legal, and cultural frameworks that have contributed to debates in abnormal and clinical psychology. Key features include: 1,400 signed articles contained in 7 volumes and available in choice of print and/or electronic formats Although organized A-to-Z, front matter includes a Reader's Guide grouping related entries thematically Back matter includes a Chronology, Resource Guide, Bibliography, and detailed Index Entries conclude with References/Further Readings and Cross-References to related entries The Index, Reader's Guide themes, and Cross-References between and among entries all combine to provide robust search-and-browse features in the electronic version.

The SAGE Handbook of International Higher Education

SAGE Publications The SAGE Handbook of International Higher Education examines the internationalization of higher education from a marginal to a core dimension of higher education worldwide. This mainstreaming of internationalization is a fascinating phenomenon: new concepts, programs, providers, and methods of delivery are emerging; impressive national and regional scholarship programs have been established; radical reforms have been undertaken to make higher education globally competitive; and mobility of students and scholars has increased around the world. This groundbreaking handbook serves as a guide to internationalization of higher education and offers new strategies for its further development and expansion in the years to come. With a decidedly global approach, this volume brings together leading experts from around the world to illustrate the increasing importance of internationalization. The text encompasses the diversity and breadth of internationalization of higher education in all its thematic facets and regional impacts.

Sage Accounts in easy steps

Illustrated using Sage 50cloud Accounts

In Easy Steps Sage Accounts is the UK's market-leading accounts software. It lets you manage your day-to-day finances, customers, suppliers and VAT and keeps your finger on the pulse of your business. Sage Accounts in easy steps uses detailed images and easy-to-follow instructions, showing you how to quickly get to grips with the new features of this leading accounts software. This definitive guide clarifies everything from basic recording keeping to utilising Sage as an information-bank for making crucial business decisions. Areas covered include: · Setting up Sage, entering debtors and creditors · Producing purchase/sales orders and invoices · Bank account reconciliation · Stock management, including Bill of Materials · Important month and year end procedures · Processing the VAT return and e-Submission · Generating invaluable management reports Sage Accounts in easy steps is ideal for non-accountants using Accounts for the first time, or just needing to grasp the new key features - all in easy steps! Illustrated using Sage 50cloud.

Your Psychology Project

The Essential Guide

SAGE 'This guide will serve well as a handbook for undergraduate psychology students working on senior projects or theses. Clear, concise, and well organized, the book instructs the student from the beginning of the project to the final draft and offers advice both specific and general' - Choice Anxious about your final year Psychology Project? Having trouble getting started? Your Psychology Project clearly maps out all the requirements of a project in psychology. The definitive survival manual, it guides students through every aspect of a psychology project from conception of an idea, to writing up the final draft. It helps students think through the whole research process by bridging the relationship between the research question, the design, and the use of statistical and qualitative analyses. By using clear practical examples this book provides an invaluable insight into applying theory to practice and equips students with the knowledge, skills and ability to carry out and write up their thesis project. Written in a clear and engaging manner Your Psychology Project is essential reading for all students undertaking a psychology research project.

Therapist's Guide to Evidence-Based Relapse Prevention

Elsevier Describes the evidence-based approaches to preventing relapse of major mental and substance-related disorders. Therapist's Guide to Evidence-based Relapse Prevention combines the theoretical rationale, empirical data, and the practical "how-to" for intervention programs. The first section will serve to describe the cognitive-behavioral model of relapse and provide a general introduction to relapse prevention techniques. While Section II will focus on specific problem areas, Section III will focus on diverse populations and treatment settings. Incorporates theoretical and empirical support Provides step-by-step strategies for implementing relapse prevention techniques Includes case studies that

describe application of relapse prevention techniques

The Good Research Guide: For Small-Scale Social Research Projects

McGraw-Hill Education (UK) **The Good Research Guide** is a best-selling introductory book on the basics of social research.

The What, Why and How of Assessment

A guide for teachers and school leaders

SAGE How do teachers develop their understanding of the foundation principles of assessment, stay up to date with the latest classroom approaches and have the confidence to evaluate and question the effectiveness of new methods? This professional resource for teachers supports them to understand the what, why and how of assessment. It provides key knowledge on the types and purposes of assessment and explores key themes such as validity, reliability and fairness. It explores assessment in practice offering practical support for busy teachers and takes an in-depth look at how qualifications are designed and developed and how examinations are marked, graded and regulated.

Doing Educational Research

SAGE 'A welcome and helpful addition to the shelves of tutors and students working on masters programmes. It will be most beneficial supporting students on programmes where there is a substantial research training component. It offers important exemplars of using computer software in qualitative analysis' - Educational Review 'This book is aimed at Master's students who are engaging in educational research for the first time. [It] provides teacher-researchers with the additional information they need so they can go on to read further and more in depth, having more confidence in the accessibility of such studies. I found it does this well, and is an ideal point of reference for those who are just embarking on a Master's degree. A useful glossary is provided, giving detailed but 'readable' explanations of key terms and phrases' - Primary Practice **Doing Educational Research** offers a hands-on guide for students engaged in educational research. It provides a comprehensive and accessible introduction to the key qualitative and quantitative methods necessary for those commencing research for the first time. Through a detailed yet concise explanation, the reader is shown how these methods work and how their outcomes may be interpreted. Providing all the essentials for the first-time researcher, the book includes: · a variety of examples and case studies to illustrate how the methods and techniques can be used in 'real-life' contexts · practical guidance on time management planning research projects and writing reports. · a broad coverage - including qualitative and quantitative methodologies, data analysis using computer software, ethical issues and the writing-up and presentation of data. This engaging book has been written by a team of leading researchers with over sixty years of cumulative experience. It has a student-friendly structure which will make it accessible and popular with undergraduates and postgraduates. It will be an invaluable resource for both students and researchers, helping them to undertake effective research in education.

Writing Health Communication

An Evidence-based Guide

SAGE Leaflets, information sheets and written materials designed to influence people's health-related behaviours often fail to achieve their aims. To improve such written materials we need to understand: (i) how people read and process information, (ii) how to design persuasive messages, (iii) how to make written text easy to use and (iv) how to change behaviour. **Writing for Health Communication: An Evidence-Based Guide for Professionals** is a practical guide to producing effective written materials. The book presents easy-to-understand, evidence-based guidance on providing information, presenting persuasive messages and promoting behaviour change. Topics include: - Message framing, - Use of fear appeals, - Tailoring messages, - Using graphics, - Behaviour change Each chapter is illustrated with examples - including both good and bad practice and covering a range of health topics. For students and professionals in healthcare, health psychology, health education and promotion, and public health, **Writing for Health Communication: An Evidence-Based**

Guide for Professionals is an invaluable guide to best practice.

The Athlete's Guide to Recovery

Rest, Relax, and Restore for Peak Performance

VeloPress **The Athlete's Guide to Recovery is the first comprehensive, practical exploration of the art and science of athletic rest. If you've hit a wall in your training, maybe it's because your body isn't recovering enough from each workout to become stronger. Hard workouts tear down the body, but rest allows the body to repair and come back stronger than before. Athletes who neglect their recovery will gain little from workouts, risking injury, overtraining, and burn out. The Athlete's Guide to Recovery offers a full exploration of rest and recovery for athletes. In her book, certified triathlon and running coach and pioneering yoga for athletes instructor Sage Rountree will guide you to full recovery and improved performance, revealing how to measure your fatigue and recovery, how much rest you need, and how to make the best use of recovery tools. Drawing on her own experience along with interviews with coaches, trainers, and elite athletes, Rountree details daily recovery techniques, demystifying common aids like ice baths, compression apparel, and supplements. She explains in detail how to employ restorative practices such as massage, meditation, and yoga. You will learn which methods work best and how and when they are most effective. The Athlete's Guide to Recovery explores:**

- Periodization and overtraining
- Ways to measure fatigue and recovery including heart rate tests, heart rate variability, EPOC, and apps
- Stress reduction
- Sleep, napping, nutrition, hydration, and supplements
- Cold and heat like icing, ice baths, saunas, steam rooms, whirlpools, and heating pads
- Home remedies including compression wear, creams, and salts
- Technological aids like e-stim, ultrasound, Normatec
- Massage, self-massage, and foam rolling
- Restorative yoga
- Meditation and breathing

Then you can put these tools and techniques to practice using two comprehensive recovery plans for both short- and long-distance training. This invaluable resource will enable you to maintain that hard-to-find balance between rigorous training and rest so that you can feel great and compete at your highest level.

Exploring Media Culture

A Guide

SAGE 'A beautifully written, intellectually challenging, and highly readable exploration of the mysteries of contemporary mass media and popular culture. Real does a masterful job of empowering his readers. Students will find this book fascinating, and in some cases terrifying' - Arthur Asa Berger, San Francisco State University

Good Essay Writing

A Social Sciences Guide

SAGE Lecturers, why waste time waiting for the post to arrive? Request and receive your e-inspection copy today! Writing good essays can be a real challenge. If you need a helping hand (or simply want to improve your technique) this book sets out proven approaches and techniques which can help everyone write good essays. Extensively revised and updated, this 4th edition includes new material such as: A chapter on essay planning, focusing on literature searching (using online materials), note-taking and formulating an argument A comparison of essay writing to exam writing The use of academic language, vocabulary and register, and its 'accuracy and appropriateness' A new Companion Website providing additional activities, downloads and resources. The authors focus on answering key questions you will face when preparing essays - What do tutors look for when marking my essay? What kind of skills do I need as I progress through my course? How can I avoid inadvertent plagiarism? What are the protocols for referencing? Encapsulated in easy to digest summaries, this edition shows you how to approach different types of essay questions, addresses common worries, and provides extensive use of worked examples including complete essays which are fully analysed and discussed. Visit the Companion Website at www.uk.sagepub.com/redman/ for a range of free support materials! Good Essay Writing is

highly recommended for anyone studying social sciences who wants to brush up on their essay writing skills and achieve excellent grades. SAGE Study Skills are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing postgraduate research, SAGE Study Skills help you get the best from your time at university. Visit the SAGE Study Skills website for tips, quizzes and videos on study success!

Safeguarding Children, Young People and Families

Learning Matters Keeping children and young people safe is everybody's responsibility. This requires health, social care and education professionals to make sense of complex family situations that are placing a child or young person at risk of harm. This is no easy feat. The actions we take matter and we need to get this right if we are to truly make things better and improve outcomes for children and young people. Using case studies, reflective questions and checklists for practice, this hands-on guide will provide you with the knowledge and skills you need to effectively and confidently make a difference to the lives of children and young people. This series of books from Learning Matters is aimed at busy social work and health care practitioners, particularly in the context of integrated health and social care, who are looking to enhance their skills and extend their knowledge. Written from a practical point of view, they have clear links to both qualifying training as well as CPD. They are up-to-date, accessible and totally skills focused.

The Evaluation of Complex Infrastructure Projects

A Guide to Qualitative Comparative Analysis

Edward Elgar Publishing Infrastructure projects are notoriously hard to manage so it is important that society learns from the successes and mistakes made over time. However, most evaluation methods run into a conundrum: either they cover a large number of projects but have little to say about their details, or they focus on detailed single-case studies with little in terms of applicability elsewhere. This book presents Qualitative Comparative Analysis (QCA) as an alternative evaluation method that solves the conundrum to enhance learning.

The Palgrave Handbook of Applied Linguistics Research Methodology

Springer This Handbook provides a comprehensive treatment of basic and more advanced research methodologies in applied linguistics and offers a state-of-the-art review of methods particular to various domains within the field. Arranged thematically in 4 parts, across 41 chapters, it covers a range of research approaches, presents current perspectives, and addresses key issues in different research methods, such as designing and implementing research instruments and techniques, and analysing different types of applied linguistics data. Innovations, challenges and trends in applied linguistics research are examined throughout the Handbook. As such it offers an up-to-date and highly accessible entry point into both established and emerging approaches that will offer fresh possibilities and perspectives as well as thorough consideration of best practices. This wide-ranging volume will prove an invaluable resource to applied linguists at all levels, including scholars in related fields such as language learning and teaching, multilingualism, corpus linguistics, critical discourse analysis, discourse analysis and pragmatics, language assessment, language policy and planning, multimodal communication, and translation.

The SAGE Handbook of Applied Social Research Methods

SAGE The SAGE Handbook of Applied Social Research Methods, Second Edition provides students and researchers with the most comprehensive resource covering core methods, research designs, and data collection, management, and analysis issues. This thoroughly revised edition continues to place critical emphasis on finding the tools that best fit the research question given the constraints of deadlines, budget, and available staff. Each chapter offers key guidance on how to make intelligent and conscious tradeoffs so that one can refine and hone the research question as new knowledge is gained, unanticipated obstacles are encountered, or contextual shifts take place - all key elements in the iterative nature of applied research. Each chapter has been enhanced pedagogically to include more step-by-step procedures, specific, rich yet practical examples from various settings to illustrate the method, parameters to define when the method is most appropriate and when it is not appropriate, and greater use of visual aids (graphs, models, tip boxes) to provide teaching and learning tools. - twenty core chapters written by research experts that cover major methods and data analysis issues across the social and behavioral sciences,

education, and management; - emphasis on applying research techniques, particularly in "real-world" settings in which there are various data, money, time, and political constraints; - new chapters on mixed methods, qualitative comparative analysis, concept mapping, and internet data collection; - a newly developed section that serves as a guide for students who are navigating through the book and attempting to translate the chapters into action; - a new Instructor's Resources CD, with relevant journal articles, test questions, and exercises to aid the instructor in developing appropriate course materials.

Practical Accounts & Bookkeeping in easy steps, 2nd Edition

In Easy Steps This second edition of *Practical Accounts & Bookkeeping in easy steps* has been updated to cover the latest UK legislation. It starts with the basics you need to know to record your day-to-day transactions and how they appear in Nominals, Trial Balance, Profit & Loss and the Balance Sheet. It then covers: Understanding accounts and why they are important the legal documents required when preparing accounts What happens if accounts are not submitted in time and when accounts need to be sent to authorities Creating a balance sheet using sales ledgers, purchase ledgers and nominal ledgers VAT - registering, charging and reclaiming Annual adjustments - Prepayments, Accruals, etc. Calculating Profit for tax and Capital Accounts Key Accounting Principles: Double Entry, Direct and Indirect costs, Fixed and Current Assets, Depreciation, Capital Allowance, and more! This book will help you make sense of the 'daunting' accounts world. It will help you to spot problems in the accounts and explain them to others using the correct terminology. It will also show you how computer software has been designed to simplify the processes. Master basic bookkeeping, then work through the book at your own pace to get a deeper understanding of Accounts. *Practical Accounts & Bookkeeping in easy steps, 2nd Edition* is ideal for business owners as well as students. Includes examples to practice, and a Questions and Answers section to test yourself!

Rocking Your Role - The 'How To' Guide to Success for Female Breadwinners

Ecademy Press This book goes beneath the surface of what it means to be the Female Breadwinner. Jenny Garrett, award-winning coach, shares her personal experience and that of 8 other women, on how to have a successful family life and career. The book contains a series of interactive transformative exercises drawing from the world of coaching and psychology and will support personal and professional development for all individuals. Find out: where your guilt button is and who is pressing it, what you love about being breadwinner that you were afraid to admit, how you tackle the thorny subject of money, and how to cure yourself of Superwoman Syndrome!

Green Consumerism

An A-to-Z Guide

SAGE This sixth volume in the SAGE Series on Green Society covers the consumption, availability, and distribution of energy and other resources in the personal consumer environment.