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KEY=READER - BROOKLYN HOOPER

PRENTICE HALL REFERENCE GUIDE

Pearson For first year composition courses. Tried-and-true advice at every stage in the writing process The Prentice Hall Reference Guide, 10th Edition is a tabbed, spiral-bound handbook written to help all writers quickly find the information they need, without necessarily knowing the proper terminology. A series of "portals" guide learners to the answers to writing, research, and grammar-related questions. The compact, four-color design makes this book easy to use. The result of many years of field testing, this handbook offers guidance at every stage of the writing process from instructors who have over 30 years of combined experience, all while using language students will understand. The 10th Edition has been extensively revised to provide the most updated and easiest-to-use writing instruction. It now features more coverage of critical thinking and reading, and examples of interactions with texts, student writing, and explanatory graphics. Prentice Hall Reference Guide, 10th Edition is also available via Revel(tm), an interactive learning environment that enables students to read, practice, and study in one continuous experience. Learn more.

THE PRENTICE HALL READER

Prentice Hall This best-selling collection features ten chapters focusing on the classic methods of narration, description, argument, and persuasion. It contains classic and contemporary essays about popular culture, along with advice about how to read analytically, and how to write persuasively and effectively. Each chapter is organized clearly and effectively, enabling the reader to not only understand each essay and but also what the writer was trying to convey. An excellent reference work as well as an interesting and thoughtful collection of essays.

TRANSCULTURAL NURSING

ASSESSMENT AND INTERVENTION

Elsevier Health Sciences Giger and Davidhizar's unique transcultural model of clear, easy-to-apply assessment and intervention strategies is the definitive source for use in the clinical setting! This authoritative resource will help you learn to identify the six key cultural phenomena used in caring for clients from different backgrounds (communication, space, social organization, time, environmental control, and biological variations), and help you apply these phenomena to a variety of individuals in different cultures. Unique! Giger & Davidhizar's Transcultural Assessment Model devotes a full chapter to each of the six aspects of cultural assessment (communication, space, social organization, time, environmental control, and biologic variations) to help you apply this model to any client of any culture. Expert author Joyce Newman Giger is a pioneer in the field of transcultural nursing. Case studies and critical thinking questions help you apply the assessment framework in practice. UNIQUE! Sample care plans demonstrate how to apply principles to specific client needs. UNIQUE! Discussion of the spiritual component provides a more holistic, integrated approach to culture and assessment. Clarification of biologic variations for select cultural groups raises awareness of potential risks/influences on client health. 2010 census data is incorporated through the book to provide the most current analysis of demographic trends. Completely revised cultural chapters reflect the shifting experiences of different cultural groups in our society. NEW! 6 additional cultural chapters on Nigerians, Uganda Americans, Jordanian Americans, Cuban Americans, Amish Americans, and Irish Americans

EMPOWERMENT SERIES: SOCIAL WORK AND SOCIAL WELFARE

Cengage Learning Reflecting the latest practices, accreditation requirements, and developments from the field, the eighth edition of bestselling SOCIAL WORK AND SOCIAL WELFARE gives readers a broad understanding about the social work profession and the role it plays in the social welfare system. Part of the Brooks/Cole Empowerment Series, the text is completely up to date and thoroughly integrates the core competencies and recommended practice behaviors outlined in the current Educational Policy and Accreditation Standards (EPAS) set by the Council on Social Work Education (CSWE). With its

signature systems/ecological approach to understanding social welfare, the book focuses on specific social welfare areas in which social workers play major roles in policy and practice. It adopts the philosophy that there are many reasons why social problems occur, and that students need to understand the history, values, and economic, political, and cultural factors that surround these issues and the attempts to solve or address them. Instead of presenting a specific political perspective, the authors encourage readers to think critically about issues in a new way. Each chapter opens with a vignette about a social worker in a specific setting and closes with information about the career opportunities for social workers in the area discussed. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

POWER, POLITICS, AND SOCIETY

AN INTRODUCTION TO POLITICAL SOCIOLOGY

Routledge *Power, Politics & Society: An Introduction to Political Sociology* discusses how sociologists have organized the study of politics into conceptual frameworks, and how each of these frameworks foster a sociological perspective on power and politics in society. This includes discussing how these frameworks can be applied to understanding current issues and other "real life" aspects of politics. The authors connect with students by engaging them in activities where they complete their own applications of theory, hypothesis testing, and forms of inquiry.

UNDERSTANDING AND EVALUATING RESEARCH

A CRITICAL GUIDE

SAGE Publications *Understanding and Evaluating Research: A Critical Guide* aims to sensitize students to the necessity of learning how not to defer to the mysterious authority of the experts, but rather to learn how to be a critical consumer of others' research, and to gain confidence in their ability to be producers of research. Sue McGregor shows students how to be research literate, and how to find, critique and apply other people's scholarship. This textbook is grounded in a solid understanding of the prevailing research methodologies for creating new knowledge (philosophical underpinnings), which in turn dictate problem posing, theory selection, and research methods (tasks for sampling, collecting and analyzing data, and reporting results).

OUR SOCIAL WORLD

CONDENSED VERSION

Pine Forge Press In this brief text, two leaders of the Teaching Sociology movement encourage students' development of their sociological imaginations through role-taking. Assuming the role of a child living in poverty in India or of a member of an African tribe, students learn to re-envision their global society. An innovative, integrated framework provides core sociological concepts, while features such as *Contributing to Our Social World* enable students to "do" public sociology. *Our Social World: Condensed Version* presents the perspective of students living in the larger global world.

COMMUNICATING GENDER DIVERSITY

A CRITICAL APPROACH

SAGE The purpose behind *Communicating Gender Diversity: A Critical Approach* is not to provide any final conclusions about communicating gender. Because gender is a constantly evolving concept, both in terms of individuals' gender identity development and the larger culture's predominant notions of gender, such absolute claims are not possible. Instead, the intent is to better equip readers with tools with which they can examine, and make sense of, the intersections of communication and gender. The text covers the variety of ways in which communication of and about gender and sex enables and constrains people's intersectional identities. The authors believe people are social actors and, as such, create meaning through their symbolic interactions. Thus, the book's emphasis is not on how gender influences communication, but on how communication constitutes gender. They also believe that people are capable of being self-reflective about communication processes, and creative in generating new ways to play with symbols.

INTERCULTURAL COMMUNICATION

BUILDING A GLOBAL COMMUNITY

SAGE Publications India Competence in communicating across cultures is a prerequisite for success in today's fast-changing global community. In Intercultural Communication, Patel, Li and Sooknanan draw on their deep intercultural experience to show us how to build successful communication bridges across diverse cultures. The book explores various theoretical positions on global communication ethics and norms by providing an overview of the contemporary socio-cultural situation and seeking ways in which common ground may be found between these different positions. The authors raise points of critical reflection on intercultural events and issues in various areas of communication including health, work, environment and education. The book also covers a range of issues, from the interactions of various cultures to the expansion of social organizations and the growing global infrastructure. By integrating 'glocal' perspectives in intercultural communication, the book addresses the long-term strategy of developing a global community without sacrificing indigenous local values.

INTRODUCTION TO SOCIOLOGY

Blacksleet River

SUGGESTIONS TO MEDICAL AUTHORS AND A.M.A. STYLE BOOK

WITH A GUIDE TO ABBREVIATION OF BIBLIOGRAPHIC REFERENCES ; FOR THE GUIDANCE OF AUTHORS, EDITORS, COMPOSITORS, AND PROOFREADERS

EXPLORING LEADERSHIP

FOR COLLEGE STUDENTS WHO WANT TO MAKE A DIFFERENCE

John Wiley & Sons This third edition is a thoroughly revised and updated version of the bestselling text for undergraduate leadership courses. This book is designed for college students to help them understand that they are capable of being effective leaders and guide them in developing their leadership potential. The Relational Leadership Model (RLM) continues as the major focus in this edition, and the book includes stronger connections between the RLM dimensions and related concepts, as well as visual applications of the model. The third edition includes new student vignettes that demonstrate how the major concepts and theories can be applied. It also contains new material on social justice, conflict management, positive psychology, appreciative inquiry, emotional intelligence, and new self-assessment and reflection questionnaires. For those focused on the practice of leadership development, the third edition is part of a complete set that includes a Student Workbook, a Facilitation and Activity Guide for educators, and free downloadable instructional PowerPoint® slides. The Workbook is a student-focused companion to the book and the Facilitation and Activity Guide is designed for use by program leaders and educators.

INTRODUCTION TO COUNSELING

A CONDENSED TEXT

Routledge This CACREP aligned text outlines core concepts of the counseling profession alongside hundreds of practical study questions and case studies for students and professors. Designed for use not just in class but also as a guide for students studying for national licensing exams and the CPCE, chapters cover areas including ethical and legal issues, theories of counseling, career development, multicultural and group counseling, special topics, and more. Hundreds of PowerPoint slides are included to assist professors with class preparation, and professors will also find study questions for each chapter and a sample final exam that easily be applied in online learning platforms. Written in a readable, concise format designed for adult learners, Introduction to Counseling is an essential resource that counseling students will want to keep long after graduation.

OUR SOCIAL WORLD

INTRODUCTION TO SOCIOLOGY, 3E MEDIA EDITION

*SAGE Publications The Third Edition of Our Social World: Introduction to Sociology is truly a coherent textbook that inspires students to develop their sociological imaginations, to see the world and personal events from a new perspective, and to confront sociological issues on a day-to-day basis. Key Features: * Offers a strong global focus: A global perspective is integrated into each chapter to*

encourage students to think of global society as a logical extension of their own micro world. * Illustrates the practical side of sociology: Boxes highlight careers and volunteer opportunities for those with a background in sociology as well as policy issues that sociologists influence. * Encourages critical thinking: Provides various research strategies and illustrates concrete examples of the method being used to help students develop a more sophisticated epistemology. * Presents "The Social World Model" in each chapter: This visually-compelling organizing framework opens each chapter and helps students understand the interrelatedness of core concepts. New to the Third Edition: * Thirty new boxed features, including the innovative 'Engaging Sociology' and 'Applied Sociologists at Work' features * Three substantially reorganised chapters (2. Examining the Social World, 3. Society and Culture, and 13. Politics and Economics) * 315 entirely new references and 120 new photos.

SCHOOLS AND SOCIETY

A SOCIOLOGICAL APPROACH TO EDUCATION

Pine Forge Press Offering a wide array of theoretical perspectives and methods, a broad range of resources, and both classic and contemporary studies, this fully updated Fourth Edition uses the open systems approach to provide readers with a framework for understanding and analyzing the book's disparate topics. Edited by Jeanne H. Ballantine and Joan Z. Spade, both of whom actively teach Sociology of Education courses, this text includes dozens of readable articles that illustrate major concepts and theoretical perspectives in the field.

POLITICS AND CHANGE IN THE MIDDLE EAST

PEARSON NEW INTERNATIONAL EDITION PDF EBOOK

Routledge This book focuses on range and intensity of social changes that have occurred in the Middle East, examining specific issues important to an understanding of contemporary Middle Eastern politics, up to and including events in the twenty-first century.

STRIKING A BALANCE

A COMPREHENSIVE APPROACH TO EARLY LITERACY: A COMPREHENSIVE APPROACH TO EARLY LITERACY

Taylor & Francis First Published in 2017. Routledge is an imprint of Taylor & Francis, an Informa company.

INQUIRY IN MUSIC EDUCATION

CONCEPTS AND METHODS FOR THE BEGINNING RESEARCHER

Routledge "New, revised edition of Rainbow, E.L., and Froehlich, H.C. (1987). Research in music education: an introduction to disciplined inquiry. Schirmer Books."--title page verso.

INTRODUCTION TO SOCIOLOGY

SAGE Publications This Fourth Edition of George Ritzer's Introduction to Sociology shows students the relevance of sociology to their lives. While providing a rock-solid foundation, Ritzer illuminates traditional sociological concepts and theories, as well as some of the most compelling contemporary social phenomena: globalization, consumer culture, the digital world, and the "McDonaldization" of society. With examples on every page from current events and contemporary research, and stories about "public" sociologists who are engaging with the critical issues of today, the text demonstrates the power of sociology to explain the world, and the diversity of questions that sociologists seek to answer. New to this Edition New "Trending" boxes focus on influential books written by sociologists that have become part of the public conversation about important issues. Replacing "Public Sociology" boxes, these boxes demonstrate the diversity of sociology's practitioners, methods, and subject matter, and feature such authors as: Michelle Alexander (The New Jim Crow) Elizabeth Armstrong and Laura Hamilton (Paying for the Party) Randol Contreras (The Stick-Up Kids) Matthew Desmond (Evicted) Kimberly Hoang (Dealing in Desire) Arlie Hochschild (Strangers in Their Own Land) Eric Klinenberg (Going Solo) C.J. Pascoe (Dude, You're a Fag) Lori Peek and Alice Fothergill (Children of Katrina) Allison Pugh (The Tumbleweed Society) Updated examples in the text and "Digital Living" boxes keep pace with changes in digital technology and online practices, including Uber, bitcoin, net neutrality, digital privacy, WikiLeaks, and cyberactivism. New or updated subjects apply sociological thinking to the latest issues including: the 2016 U.S. election Brexit the global growth of ISIS climate change President Trump's proposed Mexican border wall further segmentation of wealthy Americans in the "super rich" transgender people in the U.S. armed forces charter schools the legalization of marijuana the Flint water crisis fourth-wave feminism

BIostatISTICS

A FOUNDATION FOR ANALYSIS IN THE HEALTH SCIENCES

Wiley The ability to analyze and interpret enormous amounts of data has become a prerequisite for success in allied healthcare and the health sciences. Now in its 11th edition, *Biostatistics: A Foundation for Analysis in the Health Sciences* continues to offer in-depth guidance toward biostatistical concepts, techniques, and practical applications in the modern healthcare setting. Comprehensive in scope yet detailed in coverage, this text helps students understand—and appropriately use—probability distributions, sampling distributions, estimation, hypothesis testing, variance analysis, regression, correlation analysis, and other statistical tools fundamental to the science and practice of medicine. Clearly-defined pedagogical tools help students stay up-to-date on new material, and an emphasis on statistical software allows faster, more accurate calculation while putting the focus on the underlying concepts rather than the math. Students develop highly relevant skills in inferential and differential statistical techniques, equipping them with the ability to organize, summarize, and interpret large bodies of data. Suitable for both graduate and advanced undergraduate coursework, this text retains the rigor required for use as a professional reference.

TORRES' PATIENT CARE IN IMAGING TECHNOLOGY

Lippincott Williams & Wilkins Now in its eighth edition, *Torres' Patient Care in Imaging Technology* is trusted to develop the knowledge and skills that enable students to become safe and sensitive practitioners in every aspect of patient care. The text is designed to present key concepts effectively for beginning students as well as more advanced students and practitioners who want to improve their skills in patient care and imaging technology. *Torres' Patient Care in Imaging Technology* is a highly visual, focused, comprehensive text that presents key concepts, current trends, and advances in imaging technology and patient care in an engaging manner. The new edition includes an introductory chapter on radiography and contains expanded coverage of HIPAA and diversity. Two new features: Cultural Considerations boxes and Case Studies with critical thinking questions, build on the text's emphasis on helping students develop the skills needed to think critically and react appropriately in an actual clinical setting. The student-friendly writing style and logical organization allow instructors to cover the essentials of patient care in a limited amount of time. An illustration- and feature-rich approach enhances learning for students of multiple learning styles.

OPERATIONS RESEARCH

AN INTRODUCTION

INVOLVED

WRITING FOR COLLEGE, WRITING FOR YOUR SELF

Involved: Writing for College, Writing for Your Self helps students to understand their college experience as a way of advancing their own personal concerns and to draw substance from their reading and writing assignments. By enabling students to understand what it is they are being asked to write—from basic to complex communications—and how they can go about fulfilling those tasks meaningfully and successfully, this book helps students to develop themselves in all the ways the university offers. This edition of the book has been adapted from the print edition, published in 1997 by Houghton Mifflin. Copyrighted materials—primarily images and examples within the text—have been removed from this edition. --

VICTIMOLOGY

A TEXT/READER

SAGE This book will be a text/reader that provides an overview of the field of victimology. Unlike existing victimology textbooks, it includes previously published articles on victimology combined with original text that provides background information relevant to the section and context for the articles. In this way, it seeks to relay the history and development of the field of victimology, the extent to which and why people are victimized, how the criminal justice system and other social services interact with victims and each other, and information about specific types of victimization. *Victimology: A Text/Reader* will have an overarching focus on the extent, causes, and responses to victimization.

INTRODUCTION TO MATERNITY & PEDIATRIC NURSING - E-BOOK

Elsevier Health Sciences Part of the popular LPN Threads series, Introduction to Maternity & Pediatric Nursing provides a solid foundation in obstetrics and pediatric nursing. An easy-to-follow organization by developmental stages, discussion of disorders by body system from simple-to-complex and health-to-illness, and a focus on family health make it a complete guide to caring for maternity and pediatric patients. Written in a clear, concise style by Gloria Leifer, MA, RN, this edition reflects the current NCLEX® test plan with additional material on safety, health promotion, nutrition, and related psychosocial care. Cultural Considerations boxes and a Cultural Assessment Data Collection Tool help in developing individualized plans of care. Updated health promotion content includes Health Promotion boxes focusing on preventive strategies for achieving prenatal wellness, health during pregnancy, postnatal health, and pediatric illness prevention and wellness -- including the complete immunization schedules for all ages. Nursing Tips provide information applying to the clinical setting. Objectives are listed in each chapter opener. Key terms include phonetic pronunciations and text page references at the beginning of each chapter. Nursing Care Plans with critical thinking questions help you understand how a care plan is developed, how to evaluate care of a patient, and how to apply critical thinking skills. A companion Evolve website includes animations, videos, answers to review questions and answer guidelines for critical thinking questions, an English/Spanish audio glossary, critical thinking case studies, and additional review questions for the NCLEX examination.

THE BRITISH NATIONAL BIBLIOGRAPHY

INTRODUCTION TO PROBABILITY MODELS

Academic Press Introduction to Probability Models, Tenth Edition, provides an introduction to elementary probability theory and stochastic processes. There are two approaches to the study of probability theory. One is heuristic and nonrigorous, and attempts to develop in students an intuitive feel for the subject that enables him or her to think probabilistically. The other approach attempts a rigorous development of probability by using the tools of measure theory. The first approach is employed in this text. The book begins by introducing basic concepts of probability theory, such as the random variable, conditional probability, and conditional expectation. This is followed by discussions of stochastic processes, including Markov chains and Poisson processes. The remaining chapters cover queuing, reliability theory, Brownian motion, and simulation. Many examples are worked out throughout the text, along with exercises to be solved by students. This book will be particularly useful to those interested in learning how probability theory can be applied to the study of phenomena in fields such as engineering, computer science, management science, the physical and social sciences, and operations research. Ideally, this text would be used in a one-year course in probability models, or a one-semester course in introductory probability theory or a course in elementary stochastic processes. New to this Edition: 65% new chapter material including coverage of finite capacity queues, insurance risk models and Markov chains Contains compulsory material for new Exam 3 of the Society of Actuaries containing several sections in the new exams Updated data, and a list of commonly used notations and equations, a robust ancillary package, including a ISM, SSM, and test bank Includes SPSS PASW Modeler and SAS JMP software packages which are widely used in the field Hallmark features: Superior writing style Excellent exercises and examples covering the wide breadth of coverage of probability topics Real-world applications in engineering, science, business and economics

UPGRADING AND REPAIRING PCS

Que Publishing Provides information on how to upgrade, maintain, and troubleshoot the hardware of personal computers, discussing the differences among them as well as their various configuration options.

THE SOJO JOURNAL

VOLUME 2 #1

IAP The Sojo Journal: Educational Foundations and Social Justice Education is an international peerreviewed journal of educational foundations. The Department of Educational Leadership at California State University, East Bay, whose mission is to prepare and influence bold, socially responsible leaders who will transform the world of schooling, hosts the journal. It publishes essays that examine contemporary educational and social contexts and practices from critical perspectives. The Sojo Journal: Educational Foundations and Social Justice Education is interested in research studies as well as conceptual, theoretical, philosophical, and policy?analysis essays that advance educational practices that challenge the existing state of affairs in society, schools, and (in)formal education. The Sojo Journal: Educational Foundations and Social Justice Education is necessary because currently there is not an exclusively international, Foundations of Education journal. For instance, three of the leading journal in Education Foundations journals (e.g., The Journal of Educational Studies, British Journal of Sociology of Education, The Journal of Educational Foundations) solicit manuscripts and support scholarship mainly from professors who reside in Britain and the United States. This journal is also unique because it will bring together scholars and practitioners from disciplines outside of Educational

Foundations, who are equally committed to social change and promoting equity and social justice inside and outside of K-16 schools.

HUMAN GEOGRAPHY

PEOPLE, PLACE, AND CULTURE

John Wiley & Sons Human Geography gets general readers to think geographically across scale and across a wide range of geographical phenomena and global issues. All concepts and themes are touched on with the historical background one would expect, but also with current examples to make the reading more relevant. The content is written in such a way that it is approachable and appealing. It includes all of the important themes in a succinct and engaging narrative style that can easily be understood. From the Field boxes and opening vignettes help anyone who has not personally traveled much of the world. General readers will also find the latest data as they build their understanding of important concepts.

HARRIS REFERENCE GUIDE FOR WRITERS

Pearson This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For first year composition courses. Tried-and-true advice at every stage in the writing process The Prentice Hall Reference Guide, 10th Edition is a tabbed, spiral-bound handbook written to help all writers quickly find the information they need, without necessarily knowing the proper terminology. A series of "portals" guide learners to the answers to writing, research, and grammar-related questions. The compact, four-color design makes this book easy to use. The result of many years of field testing, this handbook offers guidance at every stage of the writing process from instructors who have over 30 years of combined experience, all while using language students will understand. The 10th Edition has been extensively revised to provide the most updated and easiest-to-use writing instruction. It now features more coverage of critical thinking and reading, and examples of interactions with texts, student writing, and explanatory graphics. Prentice Hall Reference Guide, 10th Edition is also available via Revel™, an interactive learning environment that enables students to read, practice, and study in one continuous experience. Learn more.

NICOMACHEAN ETHICS

Phoemixx Classics Ebooks Nicomachean Ethics Aristotle - The Nicomachean Ethics is one of Aristotle's most widely read and influential works. Ideas central to ethics—that happiness is the end of human endeavor, that moral virtue is formed through action and habituation, and that good action requires prudence—found their most powerful proponent in the person medieval scholars simply called "the Philosopher." Drawing on their intimate knowledge of Aristotle's thought, Robert C. Bartlett and Susan D. Collins have produced here an English-language translation of the Ethics that is as remarkably faithful to the original as it is graceful in its rendering. Aristotle is well known for the precision with which he chooses his words, and in this elegant translation his work has found its ideal match. Bartlett and Collins provide copious notes and a glossary providing context and further explanation for students, as well as an introduction and a substantial interpretive essay that sketch central arguments of the work and the seminal place of Aristotle's Ethics in his political philosophy as a whole. The Nicomachean Ethics has engaged the serious interest of readers across centuries and civilizations—of peoples ancient, medieval, and modern; pagan, Christian, Muslim, and Jewish—and this new edition will take its place as the standard English-language translation.

PROTOCOLS FOR SECURE ELECTRONIC COMMERCE

CRC Press Protocols for Secure Electronic Commerce, Third Edition presents a compendium of protocols for securing electronic commerce, or e-commerce, in consumer- and business-to-business applications. Attending to a variety of electronic payment systems currently in use around the globe, this edition: Updates all chapters to reflect the latest technical advances and developments in areas such as mobile commerce Adds a new chapter on Bitcoin and other cryptocurrencies that did not exist at the time of the previous edition's publication Increases the coverage of PayPal in accordance with PayPal's amplified role for consumers and businesses Expands the discussion of bank cards, dedicating a full chapter to magnetic stripe cards and a full chapter to chip-and-PIN technology Protocols for Secure Electronic Commerce, Third Edition offers a state-of-the-art overview of best practices for the security of e-commerce, complete with end-of-chapter review questions and an extensive bibliography of specialized references. A Solutions Manual and PowerPoint slides are available with qualifying course adoption.

PRACTICAL RESEARCH

PLANNING AND DESIGN

For undergraduate or graduate courses that include planning, conducting, and evaluating research. A do-it-yourself, understand-it-yourself manual designed to help students understand the fundamental

structure of research and the methodical process that leads to valid, reliable results. Written in uncommonly engaging and elegant prose, this text guides the reader, step-by-step, from the selection of a problem, through the process of conducting authentic research, to the preparation of a completed report, with practical suggestions based on a solid theoretical framework and sound pedagogy. Suitable as the core text in any introductory research course or even for self-instruction, this text will show students two things: 1) that quality research demands planning and design; and, 2) how their own research projects can be executed effectively and professionally.

GUIDE TO MANAGERIAL COMMUNICATION

EFFECTIVE BUSINESS WRITING AND SPEAKING

Prentice Hall Directed primarily toward undergraduate or graduate business or communications students, this text also provides practical content to current and aspiring industry professionals. A brief, professional, reader-friendly guide to improving managerial communication. Guide to Managerial Communication is a clear, concise, practical text for cultivating effective written and oral communication in a managerial, business, government, or professional context.

MEDICAL-SURGICAL NURSING - E-BOOK

CONCEPTS & PRACTICE

Elsevier Health Sciences The clear, concise, and cutting-edge medical-surgical nursing content in *Medical-Surgical Nursing: Concepts & Practice, 2nd Edition* provides the solid foundation you need to pass the NCLEX Examination and succeed as a new nurse. It builds on the fundamentals of nursing and covers roles, settings, health care trends, all body systems and their disorders, emergency and disaster management, and mental health nursing. Written by noted authors Susan deWit and Candice Kumagai, *Medical-Surgical Nursing* reflects current national LPN/LVN standards with its emphasis on safety as well as complementary and alternative therapies.

MEDICAL-SURGICAL NURSING

CONCEPTS & PRACTICE

Elsevier Health Sciences Take your understanding to a whole new level with Pageburst digital books on VitalSource! Easy-to-use, interactive features let you make highlights, share notes, run instant topic searches, and so much more. Best of all, with Pageburst, you get flexible online, offline, and mobile access to all your digital books. The clear, concise, and cutting-edge medical-surgical nursing content in *Medical-Surgical Nursing: Concepts & Practice, 2nd Edition* provides the solid foundation you need to pass the NCLEX Examination and succeed as a new nurse. It builds on the fundamentals of nursing and covers roles, settings, health care trends, all body systems and their disorders, emergency and disaster management, and mental health nursing. Written by noted authors Susan deWit and Candice Kumagai, *Medical-Surgical Nursing* reflects current national LPN/LVN standards with its emphasis on safety as well as complementary and alternative therapies. **UNIQUE!** LPN Threads share learning features with Elsevier's other LPN textbooks, providing a consistency across the Elsevier LPN curriculum. Key Terms include phonetic pronunciations and text page references. Key Points are located at the end of chapters and summarize chapter highlights. Overview of Anatomy and Physiology at the beginning of each body system chapter provides basic information for understanding the body system and its disorders. Nursing Process provides a consistent framework for disorders chapters. Evidence-Based Practice is highlighted with special icons indicating current research. Assignment Considerations boxes address situations in which the charge nurse delegates to the LPN/LVN or the LPN/LVN assigns tasks to unlicensed assistive personnel. Focused Assessment boxes include information on history taking and psychosocial assessment, physical assessment, and guidance on how to collect data/information for specific disorders. Elder Care Points boxes address the unique medical-surgical care issues that affect older adults. Legal and Ethical Considerations boxes focus on specific disorder-related issues. Safety Alert boxes highlight specific dangers to patients related to medications and clinical care. Clinical Cues provide guidance and advice related to the application of nursing care. Think Critically About boxes encourage you to synthesize information and apply concepts beyond the scope of the chapter. Concept Maps in the disorders chapters help you visualize difficult material and illustrate how a disorder's multiple symptoms, treatments, and side effects relate to each other. Health Promotion boxes address wellness and disease prevention, including diet, infection control, and more. Complementary and Alternative Therapies boxes offer information on how nontraditional treatments for medical-surgical conditions may be used to complement traditional treatment. Cultural Considerations promote understanding and sensitivity to various ethnic groups. Nutrition Considerations address the need for holistic care and reflect the increased focus on nutrition in the NCLEX Examination. Patient Teaching boxes provide step-by-step instructions and guidelines for post-hospital care. Home Care Considerations boxes focus on post-discharge adaptations of medical-surgical nursing care to the home environment. Mental Health Nursing unit includes information on disorders of anxiety and mood, eating disorders, cognitive disorders, thought and personality disorders, and substance abuse. Disaster Management content includes material focusing on preparation and mitigation to avoid losses and

reduce the risk of injury associated with both natural and bioterrorist disasters. Nursing Care Plans with Critical Thinking Questions show how a care plan is developed and how to evaluate care of a patient. Review questions for the NCLEX-PN Examination at the end of each chapter include alternate-item format questions and help prepare you for class tests and the NCLEX exam. Critical Thinking Activities at the end of chapters include clinical situations and relevant questions, allowing you to hone your critical thinking skills. UNIQUE! Best Practices are highlighted to show the latest evidence-based research related to interventions. Online resources listed at the end of each chapter promote comprehensive patient care based on current national standards and evidence-based practices. UNIQUE! Icons in page margins point to related animations, video clips, additional content, and related resources on the Evolve site.

COMPUTER-MEDIATED COMMUNICATION FOR BUSINESS

THEORY TO PRACTICE

Cambridge Scholars Publishing This collection is a guide to greater communication efficiency in both clarity and time-management for any professional or aspiring professional. It guides the reader through the ways in which communicating through technology rather than face-to-face can alter their perceptions of others and the perceptions others make of them. Each chapter concisely summarizes existing studies from the fields of communication, psychology, philosophy, and engineering to lead the audience to very practical guidelines to make their professional communication world easier and more efficient. The book is divided into three sections. The first focuses on the more abstract components of communication, such as creating connections and navigating humor. The second part deals with more applied knowledge, offering guides to specific and common technologies used for communication such as email and video conferencing. The final section focuses on training for both trainers and trainees. The volume gathers together contributions by 29 scholars, all of whom offer their own unique expertise and guidance to the audience.

THE ROUTLEDGE HANDBOOK OF VISUAL IMPAIRMENT

SOCIAL AND CULTURAL RESEARCH

Routledge The Routledge Handbook of Visual Impairment examines current debates as well as cross-examining traditionally held beliefs around visual impairment. It provides a bridge between medical practice and social and cultural research drawing on authentic investigations. It is the intention of this Handbook to provide an opportunity to engage with academic researchers who wish to ensure a coherent and rigorous approach to research construction and reflection on visual impairment that is in collaboration with, but sometimes is beyond, the medical realm. This Handbook is divided into ten thematic areas in order to represent the wide range of debates and concepts within visual impairment. The ten themes include: cerebral visual impairment; education; sport and physical exercise; assistive technology; understanding the cultural aesthetics; socio-emotional and sexual aspects of visual impairment; orientation, mobility, habitation, and rehabilitation; recent advances in "eye" research and sensory substitution devices; ageing and adulthood. The 27 chapters that explore the social and cultural aspects of visual impairment can be taken and used in a variety of different ways in order to promote research and generate debate among practitioners and scholars who wish to use this resource to inform their practice in supporting and developing positive outcomes for all.

QUANTUM COMPUTATION AND QUANTUM INFORMATION

Cambridge University Press First-ever comprehensive introduction to the major new subject of quantum computing and quantum information.