

The Short  
Fuse Guide  
To Query  
Letters  
Short Fuse  
Guides Book  
1

""""A delight to read.  
The book is thoughtful,

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practical, and extremely respectful of teachers and of the multiple judgments needed to educate young children well." "From the Foreword by Carl D. Glickman Chair, Program for School Improvement The University of Georgia This second edition of Marilyn E. Gootman's best-selling book is a

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comprehensive guide to teaching students to "do the right thing." With this insightful and important work, teachers can acquire the skills they need to help students practice self-control, solve problems, use good judgment, and correct their own misbehavior. You'll learn strategies to: Give students realistic

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expectations and  
establish rules for  
behavior Prevent and  
resolve  
misunderstandings using  
open communication  
Deal with anger (yours  
or your students')  
Communicate more  
effectively in order to  
prevent or resolve  
misunderstanding  
Develop and use  
problem-solving

techniques Reach  
students with trauma-  
and dysfunction-  
associated behavioral  
problems Create  
effective partnerships  
with parents With  
updated insights, new  
research results and  
recommended  
programs, and a new  
chapter on "Bullying:  
Prevention and  
Intervention," this new

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edition of a powerful classic is a necessary resource for new and experienced teachers alike. Marilyn E. Gootman, Ed.D., is founder of Gootman Education Associates, an educational consulting company that provides workshops and seminars for parents and educators, focusing on successful strategies for

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raising and teaching children. She has been in the teaching profession for over 25 years, and her teaching experiences range from elementary school to the university level. She holds degrees from Simmons College and Brandeis University and a doctorate from the University of Georgia. She is the author of

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"The Loving Parents' Guide to Discipline "and" When a Friend Covers current information on causes, symptoms, and medications for ADHD, as well as the school counselor's role in providing interventions, collaborating with teachers, and communicating with parents.

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Successfully handle difficult conversations, remain civil, and end an argument peacefully with this straightforward and mindful guide to conflict resolution. It's important to share your thoughts and opinions with others—and even more important to be able to do so without starting an argument or offending someone.

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Now you can prevent  
and resolve conflicts  
with help from this  
guide covering  
everything from  
understanding your own  
emotions better and  
learning how to address  
people in different  
situations, to getting  
through a difficult  
conversation, coming to  
a positive conclusion,  
and disengaging yourself

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when necessary. The Mindful Guide to Conflict Resolution provides the essential tools to mindfully communicate during any challenging situation. With this practical and informative guide in hand, you have the power to transform any difficult exchange or disagreement into a

*Page 11/160*

positive, constructive conversation.

THE BEST  
RESOURCE  
AVAILABLE FOR  
FINDING A  
LITERARY AGENT

No matter what you're writing--fiction or nonfiction, books for adults or children--you need a literary agent to get the best book deal possible from a

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traditional publisher.  
Guide to Literary  
Agents 2019 is your go-  
to resource for finding  
that literary agent and  
earning a contract from  
a reputable publisher.  
Along with listing  
information for more  
than 1,000 agents who  
represent writers and  
their books, the 28th  
edition of GLA includes:

- The key elements of

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a successful nonfiction book proposal. • Informative articles on crafting the perfect synopsis and detailing what agents are looking for in the ideal client--written by actual literary agents. • Plus, debut authors share their varied paths to finding success and their first book publications. **The Parent's Guide to**

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Solving School  
Problems

War Crimes, Genocide,  
and the Law: A Guide  
to the Issues

A Mindful Approach for  
Helping Your Child  
Succeed

The Busy Caregiver's  
Guide to Advanced  
Alzheimer Disease

Novel & Short Story

Writer's Market 2016

Military Justice: A

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Guide to the Issues  
The Best Resource  
Available for Finding  
a Literary Agent! No  
matter what you're  
writing--fiction or  
nonfiction, books for  
adults or  
children--you need a  
literary agent to get  
the best book deal  
possible from a  
traditional publisher.

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Guide to Literary Agents 2020 is your go-to resource for finding that literary agent and earning a contract from a reputable publisher. Along with listing information for more than 1,000 agents who represent writers and their books, the 29th edition of GLA

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includes: • The key elements of a successful nonfiction book proposal. • Informative articles on crafting the perfect synopsis and detailing what agents are looking for in the ideal client--written by actual literary agents. • Plus, a 30-Day Platform

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Challenge to help  
writers build their  
writing platforms  
+Includes 20 literary  
agents actively  
seeking writers and  
their writing  
A one-of-a-kind  
guidebook series to  
the Mojave  
backcountry from  
desert explorer and  
prospector Bill Mann.

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Covering hundreds of sites, with photos from the past and present, these guides will lead you to fascinating and historical places that few people know about. Includes GPS coordinates and vehicle requirements for all locations as well as color photos of

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most sites.

San Francisco's rich and unique cultural history since its time as a gold rush frontier town has long made it a bastion of forward thinking and freedom of expression. It makes perfect sense, then, that both it and the surrounding Bay Area should prove to

be a crucible for some of the most enduring and influential music of the rock and roll era. From the heady days of Haight-Ashbury in the '60s to today, San Francisco and the Bay Area have provided a distinctive soundtrack to the American experience that has often been

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confrontational,  
controversial,  
enlightening, and  
always entertaining.  
Perhaps best known  
for the '60s  
psychedelic scene  
which included the  
Grateful Dead,  
Jefferson Airplane,  
Creedence Clearwater  
Revival, Santana, the  
Steve Miller Band,

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Sly & the Family  
Stone, and Janis  
Joplin, the Bay Area's  
rock and roll history  
twists and turns like  
Lombard Street itself.  
The first wave San  
Francisco punks  
wrought the Avengers  
and Dead Kennedys;  
punk later gripped the  
East Bay, giving us  
Green Day and

*Page 24/160*



Rancid. From the folk and blues eras through the chart-topping sounds of Journey and Huey Lewis & the News. The rock equivalent of Manifest Destiny carried wave upon wave of young musicians in search of fame, fortune and the great lost chord to Golden Gate City. San

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Francisco and the surrounding Bay Area have collectively produced countless key figures in rock and roll, from musicians to journalists to entrepreneurs. The modern concept of the vast outdoor rock festival took root in and around San

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Francisco. The Bay Area is also where music history happened to artists from almost everywhere else: San Francisco is where the Beatles played their final concert and the Sex Pistols fell apart; where the Clash recorded much of their second album; where

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a drug-addled Keith Moon passed out during a concert by the Who only to be replaced behind the drum kit by an eager fan. Rock and roll is baked into the Bay Area's culture and story to this day. A guide to the places that shaped the local scene and world-

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famous sound, the  
Rock and Roll  
Explorer Guide to San  
Francisco and the Bay  
Area will take you to  
where music makers  
lived, rocked,  
performed, recorded,  
met, broke up, and  
much, much more.  
The Rough Guide to  
Mindfulness is the  
ultimate introduction

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to this highly effective  
antidote to stress,  
anxiety and  
depression, and will  
help you find balance  
and peace in a world  
which moves at an  
ever more frenzied  
pace. Written by two  
leading practitioners,  
this guide clearly  
explains all the basics  
of mindfulness from

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breathing techniques to self-awareness and meditation. It outlines a short foundational course linked to free audio downloads of guided meditations, including the Body Scan meditation. The book also gives plenty of guidance on how to integrate the practice at work and home,

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avoid distractions and really live in the present. It highlights the latest findings from health experts and scientists on the benefits, and shows how you can continue your mindfulness journey. The Rough Guide to Mindfulness gives you all the necessary tools to find



your way to a more peaceful existence, as well as boosting energy, confidence and self-control. Now available in ePub format.

A Clinical Guide to  
Pediatric Sleep  
Short Fuse Guides  
Psych's Guide to  
Crime Fighting for the  
Totally Unqualified

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A Practical Guide to  
Rabbinic Counseling  
An Understanding  
Guide to Coping with  
Loss . . . and Finding  
Hope and Meaning  
Beyond

The Rough Guide to  
Mindfulness

This unique  
guide begins by  
shocking us with  
future headlines

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such as Statue  
of Liberty moved  
to Tokyo Bay &  
Pearl Harbor  
Memorial  
dismantled, then  
quickly jars us  
back to the  
present by  
identifying the  
real cause of  
America's  
current gloomy  
business

*Page 35/160*

outlook. The  
guide serves as  
an equalizer,  
teaching you in  
step-by-step  
fashion how to  
survive the  
corporate reign  
of terror  
accompanying  
mergers,  
acquisitions &  
takeovers. Once  
you have

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survived the  
reign of terror,  
it shows you how  
you get promoted  
in spite of it-  
without stepping  
on others.

Written in a  
humorous, easy-  
to-understand  
style, this book  
is packed with  
more specific,  
useful business

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tactics &  
strategies than  
any other volume  
of its type.

THE BEST  
RESOURCE FOR  
GETTING YOUR  
FICTION

PUBLISHED Novel  
& Short Story  
Writer's Market  
2016 is the only  
resource you  
need to get your

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short stories,  
novellas, and  
novels  
published. As  
with past  
editions, Novel  
& Short Story  
Writer's Market  
offers hundreds  
of listings for  
book publishers,  
literary agents,  
fiction  
publications,

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contests, and more. Each listing includes contact information, submission guidelines, and other essential tips. This edition includes articles and interviews on all aspects of the writing



life: • Learn how to unlock character motivations to drive your story forward. • Imbue your fiction with a distinct, memorable voice. • Revise and polish your novels and short stories for successful

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submission. •  
Gain insight  
from best-  
selling authors  
Chris Bohjalian,  
John Sandford,  
Lisa Scottoline,  
and more. You'll  
also gain access  
to a one-year  
subscription to  
WritersMarket.co  
m's searchable  
online database

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of fiction  
publishers,\* as  
well as a free  
digital download  
of Writer's  
Yearbook,  
featuring the  
100 Best  
Markets: Writers  
Digest.com/Write  
rsDigest-  
Yearbook-15. +  
Includes  
exclusive access

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to the webinar  
"The Three  
Missing Pieces  
of Stunning  
Story Structure"  
by writing  
instructor and  
best-selling  
author K.M.  
Weiland \*Please  
note: The e-book  
version of this  
title does not  
include a one-

*Page 44/160*

year  
subscription to  
WritersMarket.co  
m. "After you've  
written 50,000  
words, there  
seem to be  
50,000 different  
things you need  
to know to  
publish your  
novel. Novel and  
Short Story  
Writer's Market

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helps clarify  
options so you  
can find the  
best publishing  
home for your  
work." --Grant  
Faulkner,  
executive  
director of  
National Novel  
Writing Month  
"I've published  
more than 200  
short stories,

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and Novel &  
Short Story  
Writer's Market  
has been an  
essential tool  
in my success.  
It's a literary  
bible for anyone  
seriously  
interested in  
marketing  
fiction."

--Jacob M.

Appel, winner of

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the Dundee  
International  
Book Award and  
the Hudson Prize  
Debra Holland, a  
psychotherapist  
and specialist  
in grief  
counseling,  
shares her  
indispensable  
knowledge in *The  
Essential Guide  
to Grief and*

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Grieving,  
tackling the  
difficult  
questions about  
how men and  
women, young and  
old, cope with  
loss. This  
accessible,  
inspiring, and  
insightful guide  
helps readers  
understand the  
various kinds

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and levels of  
grief, how  
people are  
trained to  
experience  
grief, the  
theories  
concerning the  
stages in the  
journey of  
grief, and ways  
to get through  
the pain and  
achieve some

level of  
comfort. -  
Includes solid  
concrete advice  
to help the  
healing process.  
- Features  
dozens of real-  
life stories. -  
Helpful for  
those who  
counsel the  
grieving as well  
as those who've

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experienced  
loss.

An integral and  
important work  
for every rabbi  
and community  
leader. This  
book puts the  
essential  
elements of  
rabbinic  
counseling into  
the hands of  
those who need

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it most. Rabbis  
and leaders  
often find  
themselves doing  
formal and  
informal  
counseling--but  
with little or  
no experience,  
opportunities  
can be lost and  
damage can be  
done. Here are  
practical tools

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to facilitate  
better  
communication  
and assistance,  
user-friendly  
and eminently  
practical. Dr.  
Levitz is a  
clinical  
psychologist,  
former pulpit  
rabbi, and  
Professor  
Emeritus of

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Yeshiva  
Universitys  
Wurzweiler  
School of Social  
Work. Rabbi Dr.  
Twerski is a  
noted  
psychiatrist and  
former pulpit  
rabbi who has  
published close  
to fifty self-  
help books and  
specializes in

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addictions and  
rehabilitation.  
This book will  
be of interest  
and of essence  
to every rabbi,  
rebbe, and  
spiritual or  
community  
leader.

Guide to  
Literary Agents  
2020

The Complete

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Guide to Letting  
Property  
The Rough Guide  
to China  
A Manager's  
Guide to  
Guerrilla  
Warfare  
Diagnosis and  
Management of  
Sleep Problems  
The Complete  
Guide to Crisis  
& Trauma

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Counseling

The Rough Guide to China is the definitive guidebook to one of the world's most fascinating and rapidly changing travel destinations.

The introduction gives an inspiring insight into many of China's highlights, from the awesome scenery down the Yangzi

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River to the incredible  
Great Buddha at  
Leshan and the lavish  
Confucius Temple.  
Read expert  
background on  
everything from the  
treasures of the  
Forbidden City to the  
Buddhist art of the  
Mogao Caves as well  
as comprehensive  
information on China's  
history, politics,

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cultures and peoples. This fully- updated fifth edition includes an extended chapter on Shanghai and new inserts throughout allowing you to chose where to go and what to see, inspired by over 150 photos. Rely on our selection of the best places to stay and eat, for every budget with place

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names,  
accommodation and  
restaurants invaluable  
translated into  
Chinese script.  
Featuring over 140  
detailed maps plus  
vital Chinese  
characters, this  
indispensable guide  
takes you from cutting-  
edge clubs in  
Shanghai to holy  
mountains in Tibet

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and from ancient  
temples to gleaming  
new skyscrapers.  
Make the most of your  
time with *The Rough  
Guide to China*  
This in-depth  
coverage of China's  
local attractions,  
sights, and  
restaurants takes you  
to the most rewarding  
spots - from the Great  
Wall to the Forbidden

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City to the Summer Palace - and stunning color photography brings the land to life on the pages. With a beautiful new cover, amazing tips and information, and key facts, The Rough Guide to China is the perfect travel companion. The locally based Rough Guides author team

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introduces the best places to stop and explore, and provides reliable insider tips on topics such as driving the roads, taking walking tours, or visiting local cathedrals. You'll find special coverage of history, art, architecture, and literature, and detailed information on the

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best markets and shopping for each area in this fascinating country. The Rough Guide to China also unearths the best restaurants, nightlife, and places to stay, from backpacker hostels to beachfront villas and boutique hotels, and color-coded maps feature every sight

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and listing. Make the most of your time with *The Rough Guide to China*.

Many pastors and lay counselors have had minimal training in clinical methods of grief and trauma counseling. *The Complete Guide to Crisis and Trauma Counseling* is a biblical, practical

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guide to pastoral  
counseling written by  
one of the most  
respected Christian  
therapists of our time.  
Dr. H. Norman Wright  
brings more than 40  
years of clinical and  
classroom experience  
to this topic, and  
shares real-life  
dialogs from his  
decades in private  
practice to

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demonstrate healthy, healing counseling sessions. Readers will learn how to counsel and coach both believers and non-believers who are in crisis, how to walk alongside them through the hours, weeks and months following their trauma and how to help them find the path to

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complete restoration.  
When it comes to  
your new baby,  
everyone from Dr.  
Spock to Dr.  
Brazleton has an  
armful of advice. But  
no one's delivering  
any tips on how you  
can care for yourself.  
Now, four-time  
delivery room veteran  
Vicki Iovine answers  
your questions, calms

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your fears, and cracks  
you up as only a  
girlfriend can, with  
straight advice and  
hilarious observations  
on... "Baby euphoria":  
Is it a mind-altering  
drug? "Husband?  
What Husband?":  
Taking care of the big  
baby, as well as the  
little baby "I Want My  
Old Body Back!":  
What you can fix and

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what you can't "The  
Droning  
Phenomenon": The  
inability to discuss  
anything but your  
baby for more than  
thirty seconds "Do I  
Have to Become  
Carol Brady?":  
Conquering your fear  
of being a less-than-  
perfect mother  
"Competitive  
Mothering": Coping

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with know-it-alls,  
finger-pointers, and  
others who try to "Out-  
Mom" you NOTE:

Pausing to read this  
book may be the only  
selfish thing you do all  
year, since you'll have  
time for nothing else!

The Most Trusted  
Guide to Getting  
Published

A Practical Guide to  
Child and Adolescent

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Mental Health  
Screening, Evidence-  
based Assessment,  
Intervention, and  
Health Promotion  
Rebuilding Your  
Family After the  
Death of a Loved One  
What to Do and Say  
When It Matters Most!  
Guide to 50  
Interesting and  
Mysterious Sites in  
the Mojave

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# The Holistic Guide To Your Health & Wellbeing Today

"The Dementia

Connection Model is a recipe to connect families in a way that produces positive interactions and preserves their loved one's level of functioning for as long as possible.

The model brings together three concepts in dementia care of what

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is happening to the person with Alzheimer disease and, more importantly, why these things are happening as the person's condition progresses and how to intervene successfully"--

This book is the first-ever authoritative work on the use and management of humor in the workplace. It is a practical guide for everyone involved: the

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humorists ( ‘ jokers ’ ),  
the targets (sometimes  
‘ victims ’ ), the  
observers  
( ‘ audience ’ ) and  
most of all the managers  
who have to ‘ set the  
tone ’ and encourage,  
control and manage  
humor. Humor is part  
and parcel of every  
workplace. However,  
while it usually  
demonstrates and fosters

a united, happy workforce, it can at times be deeply damaging and divisive. The authors — academics with vast organizational experience and a research-based understanding of humor at work — bring together state-of-the art knowledge of the topic, making it fun, accessible and readable for all humor participants. The

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topics include how humor works, humor cultures in organizations, the many forms of workplace humor and their pros and cons, humor rituals at work, digital humor, workplace jokers, the 21st century issue of ‘ political correctness ’ , and both the ‘ bright side ’ of humor (assisting positive cultures, making work

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‘ fun ’ ), and its ‘ dark side ’ (where humor offends and humiliates). With over 60 ‘ real life ’ illustrative stories of workplace humor, a self-completion questionnaire to measure the Humor Climate in your organization, end-of-chapter ‘ takeaways ’ and an end-of-book summary advocating ‘ best

practice ’ , the book is a  
‘ fun ’ , how-to-do-it  
guide that will both  
inform and entertain.

Outlines a  
comprehensive program  
for staying healthy,  
reviewing the unique  
health needs of men  
while introducing  
Harvard studies on the  
benefits of daily aspirin, a  
balanced fiber-rich diet,  
and low-dose alcohol.

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35,000 first printing.  
Reviews and rates the  
best recordings of 8,900  
blues artists in all styles.  
The School  
Counselor ' s Guide to  
ADHD  
Angel Boy  
A Director ' s Guide to  
the Art of Stand-up  
A Guide to the Issues  
Rock and Roll Explorer  
Guide to San Francisco  
and the Bay Area

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## The Harvard Medical School Guide to Men's Health

Stand-up: it's the  
ultimate solo art form.  
Yet, behind the scenes,  
you will increasingly  
find the shadowy figure  
of a director. For  
comics themselves and  
for those who support  
them, this is the first  
book to give the

director's perspective on creating and performing stand-up comedy. Drawing on his own experience of directing stand-up alongside speaking to comedians and their directors, Chris Head produces a revealing perspective on the creative process, comic persona, writing stand-

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up, structuring material and delivering a performance. Directors interviewed include Logan Murray, John Gordillo and Simon McBurney, who between them have directed Eddie Izzard, Michael McIntyre, Milton Jones, Lenny Henry and French & Saunders. With a

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foreword by BBC arts editor Will Gompertz and contributions from many other interviewees including Oliver Double (author of *Getting the Joke*), this is the only book that goes all the way from one-liners to theatre via comedy club sets and full-length shows. Perfect for stand-

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ups from newbies to pros, students of comedy, academics studying and teaching stand-up and for directors themselves, *A Director's Guide to the Art of Stand-up* offers hundreds of inspiring practical insights and shows how creating the comedian's highly personal, individual act

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can be a deeply collaborative process. Your query letter is your first step toward getting a major book deal. Literary Agent Michelle Richter demystifies the process of writing and submitting query letters that get results. Learn structure, technique, what works, what never

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to do, what attracts an agent's attention, and special tips that most writers don't think of. Help your submission rise above the slush and get read by those who want it most. Short Fuse Guides offer insider tips and tricks for writers, written by agents and covering different areas of the

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ever-changing  
publishing industry.  
CD-ROM contains  
PDF versions of  
handouts and  
resources.

The Essential Guide to  
Raising Complex Kids  
is an honest guide on  
how to be an effective  
parent and when  
raising children with  
ADHD, anxiety, and

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other complex conditions--and how to guide them on a path to a healthy, happy, well-adjusted life. A wake-up call, a clear guide for action, and a message of inspiration, this book provides a reality-based recipe for how to do a masterful job of raising complex kids, while

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not making yourself  
(or your family) crazy  
in the process. ADHD  
parenting expert Elaine  
Taylor-Klaus, founder  
and CEO of  
ImpactADHD.com,  
will walk you through  
her proven coach-  
approachmethod,  
which shows all  
parents, in simple steps,  
how to identify

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challenge areas and how to use critical response tools to parent simply, clearly, and effectively—for everyone's benefit. It doesn't matter if your child has ADHD, or anxiety, or learning disabilities, or sensory processing, or ODD, or autism, or depression, or

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separation  
disorder—or celiac  
disease or food  
allergies, for that  
matter. All that really  
matters is this: your  
child is complex  
because there is a  
chronic medical  
condition (or several)  
that he, or she, or they  
need to learn to  
manage for themselves

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in order to be successful in life. A coach approach will help you communicate, collaborate, and guide your kids on their path to independence. Here are some of the challenge areas addressed inside, and the coach-approach method for working

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through them.

Challenge: Feeling Like  
You've Tried

Everything --> Coach-  
Approach: Letting Go

Challenge: Fearing for  
the Future --> Coach-

Approach: Parenting  
from Inspiration, Not  
Desperation Challenge:

An Unhappy Home

--> Coach-Approach:

No One Gets to Be

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Wrong--The Benefits of Positivity Challenge: Overwhelm Is Keeping You Stuck --> Coach-Approach: Focusing on What's Most Important Once you learn the coach-approval model, it can be applied to any situation—in fact, the more you use it, the easier it all becomes.

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Constant battles  
don ' t have to be part  
of your daily life. With  
The Essential Guide to  
Raising Complex Kids,  
you can (all) learn to  
thrive.

The Caring Teacher's  
Guide to Discipline  
What Parents and  
Teachers Really Need  
to Know to Empower  
Complicated Kids with

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Confidence and Calm  
Everything You Need  
to Know to Profit from  
Precious Metals Now  
A Parent's Guide to  
Raising Grieving  
Children  
What to Know and Do  
to Help Your Students  
Helping Young  
Students Learn Self-  
Control,  
Responsibility, and

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## Respect

Whether you 're an adventurer who enjoys wild weather, a traveller seeking climate details for Madagascar or Mumbai, or simply curious about those charts on the evening news, *The Rough Guide to Weather* is precisely what you need. From world climates and weather science to tips on how to

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read the sky and make sense of a forecast.

Illustrated throughout with photographs and climate charts and useful links to hundreds of Internet resources for every continent, this guide is will help you stay a head of the storm.

The holidays lie heavy on young Leonard Boameh. His schoolfriends live far away from his home

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town of Accra, his nana is no fun, and his dad - who's great - is away working most of the time. So Leonard decides to run away for a few hours, and when Nana isn't looking he takes the tro-tro bus to Elmina, a historic European fort built to imprison West African slaves shipped off to America. There are lots of rough kids

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begging there, and before Leonard knows what's happening, he is kidnapped by the meanest gang of all, who plan to use his angel-face to fleece the tourists. Leonard is now a slave, trying to escape from a living nightmare. Bernard Ashley's thought-provoking Ghanaian story, set in the sinister, poverty-driven

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underworld of gangland,  
leads to a taut, thrilling  
climax. This title is also  
available as an ebook, in  
either Kindle, ePub or  
Adobe ebook editions  
GOT A MYSTERY TO  
SOLVE? DON'T GET  
STUMPED. GET  
PSYCHED! You've seen  
him solve unsolvable  
crimes, stop unstoppable  
killers, and consume  
unconsumable breakfast

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cereals. Now Shawn Spencer, the mastermind from TV's hit show Psych, shows you how to become a fake psychic-and a real detective-using his patented methods of crime-fighting awesomeness. Along the way, he'll help you deal with whiny sidekicks (that means you, Gus), interfering police officers (including but not

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limited to Chief Vick,  
Lassiter, Henry, Buzz  
MacNab, and, ah, Juliet),  
and flashes of genius (like  
Evel Knievel's white  
leather jumpsuit). You'll  
discover: How to set up a  
totally bitchin' office,  
where Wednesday =  
Ladies Night How to  
convince your sidekick  
that he's really your  
partner How to pick up  
women at a crime scene

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Shawn's Stakeout  
Survival Guide, including  
sensible snacks Gus's  
Scream-and-Run  
Method for confronting  
criminals Unsolved  
mysteries like who stole  
Shawn's Sno-Caps in  
third grade The ideal  
sleuth car: Magnum,  
P.I.'s Ferrari or Knight  
Rider's K.I.T.T.? Who  
should play Shawn in the  
movie of his life:

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Christian Bale or Don Cheadle? New names for detectives, such as Rico Solv é and Sherlock Homeboy . . . and way more cool stuff. Packed with insane pop quizzes, unbelievable case studies, unflattering photos, and off-the-chart charts, this all-in-one guide will have you solving crimes and catching crooks like a pro—even if you don't

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have a clue.

“ an invaluable book . . .  
the author herself is a  
landlord and the text  
speaks from  
experience. ” —the  
small landlord ’ s  
association that this best-  
selling book is now in its  
sixth edition proves what  
a popular choice letting  
property has become.  
now that banks and  
building societies offer

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buy-to-let schemes, the floodgates have opened to thousands of potential landlords: 12% of all housing stock is now in the private renting sector. this fully revised and expanded edition provides reliable advice on all aspects of becoming a landlord. it advises on the pitfalls and the advantages, as well as how to choose the right

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type of property and how  
to calculate the finances.  
the complete guide to  
letting property also  
contains a wealth of new  
information on:  
landlord ' s associations  
\* buying a long way from  
home \* how to pick a  
good agent \* negotiating  
with your tenant \* taking  
non-paying tenants to  
court on-line \* lodgers \*  
buying property for

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children while they are students \* adapting basements, lofts and garden rooms to make them suitable for letting interspersed with case studies and tips from experts, this book is a must read for anyone considering letting a property.

Guide to Literary Agents  
2019

A Step-By-Step Guide

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To The Relationship  
Between Your Physical,  
Mental, Energetic &  
Emotional Health

The Lawyer's Guide to  
Negotiation

The Conscious Parent's  
Guide To Asperger's  
Syndrome

The Girlfriends' Guide to  
Surviving the First Year  
of Motherhood

How to Thoughtfully  
Handle Difficult

*Page 112/160*



Situations,  
Conversations, and  
Personalities

Have you ever  
wanted to improve  
your complete health,  
both inside and out,  
and did not know  
where to start? A  
decade ago, my life  
changed forever.  
Now, using my

personal experiences,  
professional  
knowledge and  
scientific studies, this  
book guides you  
through the minefield  
of information  
available to you and  
highlights the key  
aspects that assist  
complete and holistic  
health across our four

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core bodily systems -  
the physical, mental,  
energetic and  
emotional. The  
Holistic Guide covers  
everything from how  
to improve your  
immune system,  
nutritional guidance,  
mental health, the  
chakra system,  
numerology,

*Page 115/160*

emotional  
intelligence,  
advanced body  
language, deep  
breathing, meditation  
and more. Working  
with psychologist  
David Moxon,  
international  
numerologist Ann  
Perry, Darren Rolfe  
from the addiction

*Page 116/160*

rehabilitation centre  
Steps Together and  
international medium  
and healer Sara Leslie,  
we have created a  
complete guide for  
your holistic health.  
Take Action Today!  
Chronicles the efforts  
of the men and  
women who  
dedicated their lives

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to protecting the United States' natural heritage and includes step-by-step instructions on how to build a birdfeeder, conduct a water quality survey, start a compost pile and more. Original. When children lose someone they love,

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life is never the same.  
In this sympathetic  
book, the authors  
advocate an open,  
honest approach,  
suggesting that our  
instinctive desire to  
"protect" children  
from the reality of  
death may be more  
harmful than helpful.  
Standing in front of a

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class of students is challenging enough, but what if they just won ' t behave? This book will tell you how to start off on the right foot as a new teacher, and how to look after yourself as well as your classes. Chapters will help you to build up your

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confidence and awareness, develop positive relationships with your students, create supportive bonds with colleagues, and manage disruptive, distressed and defiant students calmly.

Laugh out Loud: A  
User ' s Guide to

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Workplace Humor  
The New Teacher's  
Survival Guide to  
Behaviour  
The Rough Guide to  
Nelson Mandela  
Wise and Witty  
Advice on Everything  
from Coping with  
Postpartum  
Moodswings to  
Salvaging Your Sex

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Life to Fitting into  
That Favorite Pair of  
Jeans

The Short Fuse Guide  
to Query Letters

Rich Dad's Advisors:  
Guide to Investing In  
Gold and Silver

A positive, mindful plan  
for the whole family! If  
your child has been given  
a diagnosis of Asperger's

syndrome, you may be feeling overwhelmed and unsure of what to do next. With *The Conscious Parent's Guide to Asperger's Syndrome*, you will learn how to take a relationship-centered approach to parenting that engages your child and ensures that he succeeds behaviorally, socially, and cognitively.

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Conscious parenting is about being present with your child and taking the time to understand how to help him flourish. By practicing this mindful method, you can support your child emotionally and help nurture his development. This easy-to-use guide helps you to: Honor your child's unique perspective and cognitive strengths Adapt

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a conscious parenting philosophy that works for everyone Identify triggers that can lead to sensory overload Lower stress levels for the entire family, including other siblings Keep open communication with your child and help him foster good relationships Embrace your child's passions and help him grow in practical ways

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Educate your family and friends about Asperger's Advocate for your child at school With The Conscious Parent's Guide to Asperger's Syndrome, you'll learn to create a calm and mindful atmosphere for the whole family, while helping your child succeed and thrive. Do you dread Mondays? Ever wondered how

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you're going to face that class? This book is designed to help the new teacher establish and maintain positive relationships with all students

The Rough Guide to Nelson Mandela is a fresh, honest overview of the life story and the impact of one of the world's greatest modern icons. It assesses the

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influence of his rural, traditional childhood on his later personality, and his early years as a revolutionary leader and master strategist; including his private life and troubled marriages. It explores his 27 years in an apartheid jail and reveals the inside stories of the white government's first secretive contacts with

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him and how he encouraged their intelligence chiefs to advise their political masters to abandon apartheid and negotiate a political settlement. The Rough Guide to Nelson Mandela attempts to explain Mandela's remarkable lack of bitterness and his commitment to reconciliation with the

*Page 130/160*

white minority after his release. Readers get a rare insight into Mandela's role in during the crucial negotiations period and his term as South Africa's first black president. It critically examines his iconic status and impact on the world stage. The Rough Guide to Nelson Mandela liberates Nelson Mandela from cloying myths and partisan

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portraits, pinpointing the true impact and legacy of one of the world's most recognizable figures.

The Parent's Guide to Solving School Problems  
About The Book: The Parent's Guide to Solving School Problems is a comprehensive guide to effectively dealing with the most commonly experienced school problems. Written by Dr.

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Don Fontenelle, a nationally recognized psychologist with over 25 years of experience in working with children and adolescents with all types of problems, this book serves as an invaluable resource for parents of children and adolescents. Every conceivable problem is covered from learning disorders such as dyslexia

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and mathematics disorder to emotional problems such as anxiety, depression, and others, to anger and violence and other behavioral problems. This book provides a thorough and comprehensive guide for dealing with the most common school problems any child can experience. Must reading for any parent who has

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children that are still in school. About The Author: Dr. Don Fontenelle received his Ph.D. in Clinical Psychology from Oklahoma State University. He is in private practice in Metairie, Louisiana. Dr Fontenelle has spent most of his career helping children and their parents. His workshops

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for teachers and parents  
on Child/Adolescent  
Behavior and for parents  
are widely praised for the  
positive results  
experienced by  
participants. Dr.  
Fontenelle has authored  
13 books on  
children/adolescents for  
parents and teachers  
some of who have been  
translated into French,  
Spanish, Portuguese, and

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Arabic.

The Definitive Guide to  
the Blues

The Rough Guide to  
Weather

All Music Guide to the  
Blues

The Essential Guide to  
Grief and Grieving

The Mindful Guide to  
Conflict Resolution

The Essential Guide to  
Raising Complex Kids  
with ADHD, Anxiety,

*Page 137/160*

and More

"Throughout the ages,  
many things have been  
used as currency:

livestock, grains, spices,  
shells, beads, and now  
paper. But only two  
things have ever been  
money: gold and silver.

When paper money  
becomes too abundant,  
and thus loses its value,  
man always turns back

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to precious metals.  
During these times  
there is always an  
enormous wealth  
transfer, and it is within  
your power to transfer  
that wealth away from  
you or toward you."

--Michael Maloney,  
precious metals  
investment expert and  
historian; founder and  
principal, Gold &

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Silver, Inc. The  
Advanced Guide to  
Investing Gold and  
Silver tells readers: The  
essential history of  
economic cycles that  
make gold and silver  
the ultimate monetary  
standard. How the U.S.  
government is driving  
inflation by diluting  
our money supply and  
weakening our

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purchasing power Why  
precious metals are one  
of the most profitable,  
easiest, and safest  
investments you can  
make Where, when,  
and how to invest your  
money and realize  
maximum returns, no  
matter what the  
economy's state  
Essential advice on  
avoiding the

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middleman and taking control of your financial destiny by making your investments directly.

"This book is a thorough and relevant first step for health professionals to learn about mental health disorders among children and adolescents, from

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diagnosis to treatment  
to resources and  
prevention." -Richard  
H. Carmona, MD,  
MPH, FACS 17th  
Surgeon General of the  
United States (From  
the Foreword)  
Updated with new  
research findings and  
best evidence-based  
practices, the third  
edition of this quick-

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access guide aids practitioners in preventing, screening, diagnosing, and managing children and adolescents who present with mental health symptoms and disorders. This new edition describes key changes in the field with an emphasis on trauma and stressor-

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related disorders,  
cognitive behavioral  
therapy/skills building,  
suicidal and self-  
harming behaviors,  
substance abuse  
disorders, prescribing  
antidepressants to  
youth, and promoting  
mental health in  
schools. New and  
updated screening  
tools, instruments, and

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interventions add to the therapeutic arsenal, along with diagnostic criteria, case studies, and risk factors. In addition, this guide delivers new information on care for the caregiver and new technologies to enhance life balance. The third edition continues to deliver the

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essential "nuts and bolts" of evidence-based content in a practical and user-friendly format.

Grounded in DSM-V criteria and diagnoses, with a holistic view of the patient, this guide contains a wealth of resources, including screening tools, parent/patient

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handouts, and other resources to educate families about mental health disorders and ways to foster patient wellness. New to the Third Edition:  
Describes new evidence-based programs to enhance mental health and well-being  
Presents updated educational materials

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for families and  
caregivers Featured  
chapters: Evidence-  
based Assessment and  
Management of  
Trauma and Stressor  
Related Disorders  
Evidence-based  
Assessment and  
Management of  
Adverse Childhood  
Experiences Evidence-  
based Assessment and

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Management of  
Substance Abuse and  
Addiction Spectrum  
Evidence-based  
Assessment and  
Management of  
Anxiety Disorders  
Evidence-based  
Assessment and  
Management of  
Depressive Disorders  
Promoting Mental  
Health in Schools Self-

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Care for Clinicians  
Who Care for Children  
and Adolescents with  
Mental Health  
Problems Key Features:  
Provides a tool kit for  
healthcare  
professionals to  
enhance care and  
improve outcomes  
Contains a variety of  
valid and reliable  
screening tools for

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mental health disorders  
in children and teens  
Addresses concise,  
evidence-based  
assessment and  
management guidelines  
Includes downloadable  
access to patient  
education handouts,  
resources, and a variety  
of other resources for  
children, teens, and  
parents

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This timely handbook offers an examination of man's history of war crimes and the parallel development of rules of war to prevent them in the future. • Copies of the original humanitarian treaties: the Civil War Lieber Code, Hague Agreements, and Geneva Conventions

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of 1929 and 1949 •  
Images ranging from a  
disturbing picture from  
Life magazine to war  
crimes photos from the  
U.S. Military  
Education and  
Heritage Center and  
photos of the  
Nuremberg Trials • A  
robust bibliography  
designed to provide  
interested readers with

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a sweeping description of the most important sources available. Public, press, and academic interest in the military justice system has increased over the past generation. This is a result of several high-profile trials (the Sergeant Major of the Army and Kelly Flinn, among many others), a

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popular TV show (even if it was Navy JAGs), and broader public attention to and interest in the military, stemming from the post-Cold War prominence of the military (Gulf War I, Balkans, and post-9/11 operations). In addition, some of the more prominent cases

from the war in Iraq, including Abu Ghraib and detainee cases, as well as the GTMO military commissions, have kept military justice in the news. There are many misconceptions about the rudiments of the military justice system. Many perceive severity where there is none

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(though there are features that differ from the civilian system, sometimes unfavorably for the accused), and few are aware of its unique protections and features. Senators Lott and McConnell were not unique in the inaccurate perceptions they publicly stated about military justice

during hearings on military tribunals. This volume would accomplish two main purposes: (1) provide comprehensive, accurate, and current information about the military justice system and related disciplinary features, written in laymen's language; and (2) explain the system

through some illustrative or engaging anecdotes (e.g., the trials of Billy Mitchell, William Calley, and the World War II Nazi saboteurs, whose capture and trial provide the basis for today's Guantanamo-based trials of suspected terrorists).