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they must continue to ensure that their work meets the requirements of their institutions and the needs of their readers germano a veteran editor with experience in both the university press and commercial worlds knows this audience this second edition will teach readers how to think about describe and pitch their manuscripts before they submit them they ll discover the finer points of publishing etiquette including how to approach a busy editor and how to work with other publishing professionals on matters of design marketing and publicity in a new afterword they ll also find helpful advice on what they can and must do to promote their work a true insider s guide to academic publishing the second edition of getting it published will help authors understand what to expect from the publishing process from manuscript to finished book and beyond

Your Career in Animation (2nd Edition)

1999-11-12

a resource for worshipers today looking to change hardened worship patterns that stand in the way of everyday spirituality all too often those who attend church or synagogue find themselves bored or baffled by the service their predominant thought is how slowly the time ticks by and that the service never seems to end written for laypeople and clergy of any denomination the art of public prayer examines how and why religious ritual works and why it often doesn t work the art of public prayer uses psychology social science theology and common sense to explain the key roles played by ritual symbolism liturgy and song in services each chapter features conversation points designed to get you and your faith community thinking and talking about your own worship patterns where they succeed and where they need improvement the art of public prayer can help you and your fellow congregants revitalize your worship service by allowing you to organize and direct your own worship making it a meaningful and fulfilling part of your life

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2014-07-23

flashcards in a book provide a comprehensive yet concise review for the obstetrics and gynecology clerkship deja review obstetrics gynecology boils down your coursework to just the critical concepts you need to know for exam success this unbeatable guide features a quick read two column flashcard in a book q a format specifically designed to help you remember a large amount of pertinent information in the least amount of time possible the format allows you to zero in on only the correct answers to promote memory retention and get the most out of your study time great for last minute review of high yield facts deja review provides a straightforward way for you to assess your strengths and weaknesses so you can excel on the clerkship and the usmle step 2 ck comprehensive multiple choice q a chapter at the end of the book active recall questions allow you to understand not just memorize the content clinical vignettes at the end of chapters prepare you for board style questions portable size for study on the go fits into your coat pocket bookmark included to guide you through easy to use flashcard presentation

Hollow-State Design 2nd Edition

2008-07

an all purpose reference perfect for english and spanish speaking students whether you are a native english speaking student learning spanish or a spanish speaking student working on your english homework vox spanish and english school dictionary has what you need as a beginning or intermediate learner of the language more than 30 000 entries and 70 000 translations written with your needs in mind school lessons homework class discussions and more up to date word list with a special emphasis on everyday language colloquial expressions and idioms as well as current technical scientific and business terms

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2008-01-01

advice culled from interviews with more than one hundred experts in the field in running theaters management consultant and author duncan m webb reveals the best practices that consistently lead to successful theater operations culled from surveys and interviews with theater managers and experts in crucial functional areas this guide provides important tips for all people who work or want to work in regional campus and community based theaters updated to reflect changes in the field this second edition includes information on recent programming trends marketing in the digital age and the evolving role of theaters in economic and community development chapters discuss topics such as front and back of house operations managing nonprofit and commercial renters building and managing a board of directors the financial management of theaters the necessary skills and attributes of a successful theater manager the unique opportunities and challenges of operating historic outdoor and campus based theaters every theater manager needs this invaluable guide filled with the proven strategies of managers staff and volunteer leaders covering virtually every aspect of running a theater from drawing audiences and fundraising to facility development and community involvement

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2009-05-15

do you know what it takes to manage a performing arts organization today in this revised second edition of the comprehensive guide more than 100 managers of top nonprofit and commercial venues share their winning strategies from theater to classical music from opera to dance every type of organization is included with information on how each one is structured key managerial figures its best practices for financial management how it handles labor relations and more kennedy center the brooklyn academy of music lincoln center the mark morris dance company the new victory theater the roundabout theater the guthrie theater steppenwolf theater company and many other top groups are represented learn to manage a performing arts group successfully in today s rapidly changing cultural environment with performing arts management

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2019-03-20

this new edition gives project managers practical methods and tools to make the right decisions while juggling multiple objectives risks and uncertainties and stakeholders project management requires you to navigate a maze of multiple and complex decisions that are an everyday part of the job to be effective you must know how to make rational choices with your projects what processes can help to improve these choices and what tools are available to help you with decision making an entertaining and easy to read guide to a structured project decision making process project decisions will help you identify risks and perform basic quantitative and qualitative risk and decision analyses lev virine and michael trumper use their understanding of basic human psychology to show you how to use event chain methodology establish creative business environments and estimate project time and costs each phase of the process is described in detail including a review of both its psychological aspects and quantitative methods

Gold Experience 2nd Edition A2+ Teacher's Book for Online Resources Pack

2011-10-15

written by two practicing electrical engineers this second edition of the bestselling protection of electricity distribution networks offers both practical and theoretical coverage of the technologies from the classical electromechanical relays to the new numerical types which protect equipment on networks and in electrical plants a properly coordinated protection system is vital to ensure that an electricity distribution network can operate within preset requirements for safety for individual items of equipment staff and public and the network overall suitable and reliable equipment should be installed on all circuits and electrical equipment and to do this protective relays are used to initiate the isolation of faulted sections of a network in order to maintain supplies elsewhere on the system this then leads to an improved electricity

service with better continuity and quality of supply

The Art of Public Prayer (2nd Edition)

2017-07

this is the 2nd edition of key questions in cardiac surgery which has become the must read book for all cardiac surgical practitioners and is part of the revolutionary key questions series of cardiothoracic surgical textbooks including key questions in thoracic surgery and key questions in congenital cardiac surgery the 1st edition was an international bestselling cardiac surgical textbook for many years being the most popular cardiac surgical book on amazon with amazing feedback and reviews it also received a highly commended award at the british medical association bma medical book awards and has been placed on the us thoracic surgery directors association tsda recommended reading list for american cardiothoracic surgery residents and fellows key questions in cardiac surgery provides a systematic overview of the important topics in contemporary adult cardiac surgical practice the text is evidence based incorporating current literature and has been updated from the 1st edition with the most recent american heart association and european society of cardiology guidelines this illustrated concise text is a practical and clinically focused book that covers all the key questions in cardiac surgery additional chapters on statistics and pulmonary embolism have been included with the main chapters having been updated describing contemporary surgical techniques and management philosophies whilst being an ideal reference for cardiac surgical trainees and residents especially when undertaking their cardiothoracic surgery board examinations this book is also of great value to other specialties involved in the care of cardiac surgical patients including cardiologists cardiothoracic intensivists nurses and physiotherapists here are just a few of the reviews on the 1st edition although this book is aimed at cardiac surgical trainees and residents the authors refreshing approach of posing questions and answers as a teaching tool makes this a joy to read for someone who has been practising cardiac surgery for over 30 years it is beautifully presented with exceptionally clear diagrams interposed with photographs a combination which works well overall this is an exceptionally well produced book which is a delight to read and is likely to run to several more editions professor of cardiac surgery royal brompton hospital london uk on behalf of the british journal of cardiology i recommend this book for cardiac surgery trainees full fledged surgeons and also for other medical practitioners wanting a brief and precise overview into our speciality without having to pick up heavy textbooks and spend precious time searching for information professor of cardiac surgery university hospital zurich switzerland on behalf of the european society of cardiology the title of this book key questions in cardiac surgery is appropriate since it covers systematically all questions asked in examinations or during the ward round it is written in a question answer format which makes it interesting to read the illustrations are very good the diagrams have been made in such a way that they provide a surgeon s view this book is based on the guidelines issued by the american heart association and european society of cardiology and incorporates facts based on current scientific literature each chapter has a list of key scientific references for further reading we would recommend this book as a companion for all cardiac surgery and cardiology trainees perfusionists and cardiac anaesthesiologists overall this book provides a practical and new approach to understand adult cardiac surgery professor of cardiac surgery editor in chief on behalf of the indian journal of thoracic and cardiovascular surgery a wonderful book i have been looking for such a book for a very long time it gives a global view on all aspects of adult cardiac surgery with emphasis on the important points it is written in a very smooth and easy way its size is perfect so it can be carried everywhere in my opinion it is a must have book if one is preparing for the speciality exam junior and senior trainees will also find it helpful during their career waterstones review it is a definite must have for all cardiac surgery trainees it not only covers practical issues but also those areas that are favourites of examiners it will also be of use to those experienced cardiac surgeons who have to take recertification exams in the us or for those who are simply looking for questions and the answers to throw out on ward rounds amazon review what a fantastic book that covers all the important topics for everyday practice in cardiac surgery it answers all the questions asked on a ward round and also the exams and is perfect to read between cases or whilst on call the book is written in a concise structured and easy to read manner the best part of the book is its colour illustrations and the text they seem to have been drawn from a surgical perspective and beautifully illustrate the important features when operating on top of that the book has hundreds of cardiac investigations images that demonstrate all the different pathologies amazon review covering all aspects of cardiothoracic surgery by highlighting the most important details for sure it can be the guide for every cardiothoracic trainee easy to read and understand perfect illustrations and full of

secrets and details that only experienced surgeons would be aware of amazon review this is an amazing book it is the only text i came across that puts all the important information in one place without having to dig around the internet or several textbooks the book is very well written with a simple question and answer style that also lends itself to reading in small segments as well as concentrated revision it comprehensively covers the basic sciences cardiac investigations cardiopulmonary bypass cardiac surgical diseases and the post operative management of these patients it answers all the questions that are asked in the operating room on rounds or in an oral examination unlike other revision texts this book has an amazing array of colour images both illustrations and real radiology cardiology investigations which help to explain the key concepts surgical anatomy and technique is clearly demonstrated the book also has a fantastic collection of all the seminal publications important for contemporary cardiac practice especially in the coronary artery disease and heart failure chapters it also includes all the up to date american and european guidelines including the recently published esc coronary revascularisation recommendations amazon review

The Book of Knowledge SAT 2nd Edition Student Solutions

2005-12

how change happens bridges the gap between academia and practice bringing together the best research from a range of academic disciplines and the evolving practical understanding of activists to explore the topic of social and political change

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2011-07-22

the duellist s companion is a must read exploration of 17th century italian rapier fencing and a thorough interpretation of the style of legendary swordsman ridolfo capoferro author of the most famous fencing book in history il gran simulacro published in 1610 through detailed illustrations and clear explanations guy windsor a leading expert in historical martial arts takes you through preparation exercises before teaching you the guard positions footwork blade actions and techniques of capoferro s style from foundational footwork to advanced rapier and dagger play this book covers everything you need to know to become skilled in the use of the rapier alone and with the dagger this new edition has been updated with more than 400 photos further cementing its place as a classic in the field of historical fencing whether you re an experienced historical fencer looking to expand your knowledge or a beginner looking to learn a new skill the duellist s companion is an essential resource

Deja Review Obstetrics & Gynecology, 2nd Edition

2013-10-22

the ultimate guide to making it as a set lighting costume or scenic designer now in its second edition

VOX Spanish and English School Dictionary, Paperback, 2nd Edition

2018-11

it will not disappoint ian mckellen from the foreword an authoritative training manual for film actors and teachers in today s entertainment industry of buff bodies and beautiful faces it s easy to think that a couple of sit ups and high cheek bones can create a movie legend writes film veteran cathy haase however she adds what the actor really must have are technique craft and a depth of self knowledge in acting for film second edition haase shows actors how to develop all of these sharing her secrets developed through years of on camera work for creating characters who come alive and who touch the souls of the audience readers will learn how to apply theatrical training to film acting and hone a personal approach to rendering a character acting for film second edition is an essential guide for aspiring performers acting teachers and anyone interested in gaining a greater understanding of the craft this new edition includes advice on dealing with new technology including cgi and motion capture concentration and relaxation exercises that will enhance facial expressiveness exploration of sense memory techniques for on camera work animal exercises and their usages tips for maintaining proper eye focus in front of the camera and conveying the beats of a scene

even in the shortest takes for any performer who intends to make a living in front of the camera acting for film second edition is the most authoritative resource with haase s experience and advice in their pocket readers will be prepared to land the film role they ve been dreaming of

Gold Experience 2nd Edition A2 Students' Book

2020-05-05

bestselling author robert masello guides working and aspiring writers alike with the hard won advice tricks of the trade and indispensable encouragement that only a seasoned professional can provide although there s no shortage of books on writing and publishing there s none quite like robert s rules of writing 111 unconventional lessons every writer needs to know drawing on his many years of experience as an award winning journalist tv writer and the author of over twenty books published by mainstream houses and translated to date into nineteen languages robert masello addresses all the issues that confront and all the problems that beset writers of all stripes whether you re working on a novel or a script a memoir or a blog an epic poem or a newspaper piece you re going to have to find the best way to express yourself clearly persuasively and entertainingly you ll have to find your own personal voice much harder than it sounds and use that unique voice to convey your story your thoughts and your opinions to the many readers out there that you re eager to reach with complete candor and welcome irreverence robert s rules of writing offers the inside knowledge that will help you do just that as provocative as they are amusing these rules are purposely designed to challenge the old axioms and get you thinking afresh about your work in well over a hundred short but pithy takes masello guides you over hurdles around obstacles and through the seemingly insurmountable barriers to completion and ultimately publication hooray of your writing it s a lively thought provoking and often downright funny addition to any veteran or fledgling writer s shelf

Running Theaters, Second Edition

2022-11-15

updated and revised ethics the basics second edition introduces students to fundamental ethical concepts principles theories and traditions while providing them with the conceptual tools necessary to think critically about ethical issues introduces students to core philosophical problems in ethics in a uniquely reader friendly manner lays out clearly and simply a rich collection of ethical concepts principles theories and traditions that are prevalent in today s society considers western and non western viewpoints and religious interpretations of ethical principles offers a framework for students to think about and navigate through an array of philosophical questions about ethics

Performing Arts Management (Second Edition)

2019-11-05

understanding performance improvement is imperative have you noticed the trend toward performance in your profession it s happening around the world with organizations placing greater emphasis on results and accountability having knowledge of performance is critical in the revised second edition of performance basics learning strategist joe willmore guides you through human performance improvement or hpi and delves into major changes in performance analysis see the performance dna process you know from atd s human performance improvement program at work and discover why focusing on performance improvement is so important to organizational success how do i conduct a front end analysis when should i focus on accomplishments what is the importance of root cause analysis and when do i administer formative summative and roi analyses if you re grappling with any of these questions you ll find answers and step by step guidance inside get the results you need to generate organizational improvement and ensure you re ready for your foray into performance consulting you ll find this book to be a useful tool about the series atd s training basics series offers techniques examples and exercises that help you perfect your skills and apply them on the job every title is designed to be a quick concise crash course on a crucial training topic and features instruction for practical day to day application

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