

A Short Guide To A Long Life

There is a growing awareness across both public and private sectors, that the key to embedding an effective risk culture lies in raising the general education and understanding of risk at every level in the organization. This is exactly the purpose of David Tattam's book. A Short Guide to Operational Risk provides you with a basic yet comprehensive overview of the nature of operational risk in organizations. It introduces operational risk as a component of enterprise wide risk management and takes the reader through the processes of identifying, assessing, quantifying and managing operational risk; explaining the practical aspects of how these steps can be applied to an organization using a range of management tools. The book is fully illustrated with graphs, tables and short examples, all designed to make a subject that is often poorly understood, comprehensible and engaging. A Short Guide to Operational Risk is a book to be read and shared at all levels of the organization; it offers a common understanding and language of risk that will provide individual readers with the basis to develop risk management skills, appropriate to their role in the business.

Challenges popular conceptions to outline new methods for promoting wellness and longevity, arguing that traditional medicine has not been successful in treating serious illness while urging readers to embrace a systemic understanding of the body that incorporates the use of revolutionary technologies.

As the field of aging and gerontology grows worldwide, this exciting guide introduces students to key issues and concepts. It covers topics related to the phenomena of advancing aging, including how older age has been defined historically, cultural myths related to advanced age, health and function in later life, how older age is financed throughout the world, and other key questions. Taking a multiple-perspective approach (including humanities, social and behavioral sciences and policy studies), the book's features include further reading for each chapter, a glossary of key terms, and tables that provide easy reference points.

Advanced advice for students who want to read, write and learn about science in preparation for a career in that field.

This text helps students get beyond merely compiling dates and facts; it teaches them how to incorporate their own ideas into their papers and to tell a story about history that interests them and their peers. Covering brief essays and the documented resource paper, the text explores the writing and researching processes, different modes of historical writing (including argument), and offers guidelines for improving style as well as documenting sources. --From publisher's description.

A Short Guide to Academic Writing de-mystifies the process of writing and describes everything that is needed to write in an academic and professional style. Contained are instructions related to the writing process and what the product should look like. Written in a crisp, concise style, Andrew Johnson makes these ideas easily accessible to readers of all levels of writing experience. This text contains information that is appropriate for any undergraduate or graduate student who is learning to write academic papers or professional documents using APA (5th edition) style.

Praying together not only enriches family life but also leads the Catholic family toward its primary goal: the holiness and salvation of each member. This wonderful little book provides a simple and easy-to-implement plan for family prayer. Arranged successively according to the basic stages of prayer, A Short Guide to Praying as a Family allows each family to progress step by step from one level of prayer to the next. Beautiful stained-glass images invite you to enter the mystery of each prayer and give glory to God as a family. Designed to be used throughout the day, this book will help your family speak to God, turn to Him for help, listen to Him, and praise Him. What better gift could you give them? Compiled by The Dominican Sisters of St. Cecilia in Nashville, this little book is backed by a strong Catholic tradition rooted in teaching the faith. From making time to recite basic oral prayers throughout the day to making each moment of life a prayer, A Short Guide to Praying as a Family is a lifelong guide to the spiritual life and a powerful means to building a relationship with the Lord.

How much risk should we take? A Short Guide to Risk Appetite sets out to help all those who need to decide how much risk can be taken in a particular risky and important situation. David Hillson and Ruth Murray-Webster introduce the RARA Model to explain the complementary and central roles of Risk Appetite and Risk Attitude, and along the way they show how other risk-related concepts fit in. Risk thresholds are the external expression of inherent risk appetite, and the challenge is how to set the right thresholds. By progressively deconstructing the RARA Model, the authors show that the essential control step is our ability to choose an appropriate risk attitude. The book contains practical guidance to setting risk thresholds that take proper account of the influences of organisational risk culture and the individual risk preferences of key stakeholders. Alongside this, individuals and organisations need to choose the risk attitude that will optimise their chances of achieving the desired objectives.

Are Self-Help Books Good for Anything? Have you ever bought a self-help book, read it cover to cover, only to find that nothing changed for you? How many hours have you wasted this way, expecting to improve your life by simply being inspired by something you read? The hard truth is that it's easy to read self-help, but difficult to implement it in real life. First you need to figure out what exactly to read, and then you need to know what exactly to do with the advice you find inside. The world of self-help has a lot of traps, and throughout my years as a voracious reader, I've fallen into probably all of them. Now, as both a reader and an author of self-help books, I'd like to share with you some advice on how to use self-help books in a way that will actually help you achieve real-world results. Here are some of the topics I cover in my short guide How to Help Yourself With Self-Help: - The 5 most common pitfalls of self-help and how to avoid them (you've probably fallen victim to most of them). - Tips on how to identify what specific area of your life you should target first in order to benefit the most from reading self-help. - What confirmation bias is, why it's dangerous, and how to escape it to stay flexible and enjoy consistent personal growth. - How to interpret the advice you get from a book and tailor it to your life circumstances (cookie-cutter approaches don't work). - Why it's sometimes better to skip self-help books and what to read instead to help you achieve your goals and become a better person. Don't let another self-help title become just another book on your shelf. Learn how to read in a more strategic way and, more

importantly, act on the advice you get. This short guide can be your first step toward the new you.

A Short Guide to a Happy Marriage, 2nd Edition is a concise explanation of the essentials for a long-lasting marriage. There is no fluff in A Short Guide to a Happy Marriage, 2nd Edition, just useful ideas about how to think about, and make, marriage a long-lasting partnership. Understand how to identify and achieve long-term goals that will permit you and your spouse to get beyond the small stuff. Sharon Gilcrest O'Neil's streamlined, accessible, and personal insights distill decades of professional experience as a licensed marriage and family therapist. Be guided by the bigger picture and forge meaningful and enduring togetherness with A Short Guide to a Happy Marriage.

This short guide developed from a series of lectures presented at Portland State University on how to conduct research as a creative. The guide explains concepts of information literacy and how to conduct quality research online, while also serving as an introduction to key primary techniques like ethnography. Finally, unlike existing research books, this pocket guide also includes research tactics specific to design.

"Economics is too important to be left to the economists. This concise and readable book provides non-specialist readers with all the information they need to understand how capitalism works (and how it doesn't). Economics for Everyone, now published in second edition, is an antidote to the abstract and ideological way that economics is normally taught and reported. Key concepts such as finance, competition and wages are explored, and their importance to everyday life is revealed. Stanford answers questions such as 'Do workers need capitalists?', 'Why does capitalism harm the environment?', and 'What really happens on the stock market?' The book will appeal to those working for a fairer world, and students of social sciences who need to engage with economics. It is illustrated with humorous and educational cartoons by Tony Biddle, and is supported with a comprehensive set of web-based course materials for popular economics courses."--Publisher's description.

Your guide to science, from the Big Bang to AI Whether you wish to discover the basics of science or catch up on its latest developments, this short accessible guide is for you. YOUNIVERSE describes in simple terms the world you are inseparably a part of: what it is, how it works and your place in it – insofar as these things are known. The text has been vetted by 13 distinguished scientists. Journey now through time and space, a world of the unimaginably big and the inconceivably small – though the marvels of science. *PRAISE FOR YOUNIVERSE* 'This is a fine piece of work... very entertaining and informative... It should appeal and be useful to the generalist who wants an overview of science.' Sir Peter Ratcliffe, 2019 Nobel Prize winner and head of clinical research at the Francis Crick Institute There is a plethora of information available for busy HR practitioners but what they really need is a clear, concise and comprehensive analysis of the theory and practice of people management within contemporary organizations. Indeed, much has been written about Human Resource Management and Organizational Behavior, which rigorously explores each scientific field, yet there is a lack of an integrated examination of both fields. The author begins by describing the new world of business and management, which is characterized by continuous change and precarious employment. He examines the individual at work, group behavior, people resourcing, performance and development and the employment relationship and he concludes with a look at organizational change; i.e. the nature of the sorts of changes that take place in companies of all sizes and how the process of organizational development can be managed effectively through people management. This guide provides a thorough examination of the key areas of organizational psychology and people management and offers an easy to digest theory on each topic coupled with the latest empirical evidence. All the core theories of HRM and OB are presented in a methodical and critical manner, appealing to time-starved professionals who wish to acquire a detailed overview of people management rapidly. Throughout the book, several suggestions will be made to managers for ways of applying various HR theories to the workplace. The reader will uncover how to manage people but won't be offered prescriptions because the best way of managing people depends on the context.

Savvy managers no longer look at contracting processes and documents reactively but use them proactively to reach their business goals and minimize their risks. To succeed, these managers need a framework and A Short Guide to Contract Risk provides this. The foundation of identifying and managing contract risk is what the authors call Contract Literacy: a set of skills relevant for all who deal with contracts in their everyday business environment, ranging from general managers and CEOs to sales, procurement and project professionals and risk managers. Contracts play a major role in business success. Contracts govern companies' deals and relationships with their suppliers and customers. They impact future rights, cash flows, costs, earnings, and risks. A company's contract portfolio may be subject to greater losses than anyone realizes. Still the greatest risk in business is not taking any risks. Equipped with the concepts described in this book, business and risk managers can start to see contracts differently and to use them to find and achieve the right balance for business success and problem prevention. What makes this short guide from the authors of the acclaimed Proactive Law for Managers especially valuable, if not unique, is its down-to-earth managerial/legal approach. Using lean contracting, visualization and the tools introduced in this book, managers and lawyers can achieve legally sound contracts that function as managerial tools for well thought-out, realistic risk allocation in business deals and relationships.

NOTE: This edition features the same content as the traditional text in a convenient, three-hole-punched, loose-leaf version. Books a la Carte also offer a great value; this format costs significantly less than a new textbook. Before purchasing, check with your instructor or review your course syllabus to ensure that you select the correct ISBN. Several versions of Pearson's MyLab & Mastering products exist for each title, including customized versions for individual schools, and registrations are not transferable. In addition, you may need a CourseID, provided by your instructor, to register for and use Pearson's MyLab & Mastering products. NOTE: You are purchasing a standalone product; MyWritingLab(tm) does not come packaged with this content. If you would like to purchase both the physical text and MyWritingLab, search for: 0134175689 / 9780134175683 A Short Guide to Writing About Biology, Books a la Carte Edition Plus MyWritingLab - Access Card Package Package consists of: 0134008316 / 9780134008318 A Short Guide to Writing About Biology, Books a la Carte Edition 0205869203 / 9780205869206 MyWritingLab Generic without Pearson eText - Access Card MyWritingLab should only be purchased when required by an instructor. For courses in Writing Across the Curriculum or Writing About Biology. Developing the tools to effectively write about biology Teaching biology and strong writing skills simultaneously is a challenge, especially when students exhibit a range of abilities. The Ninth Edition of A Short Guide to Writing about Biology provides tools to strengthen student writing and reinforce critical thinking. Written by a prominent biologist, this best-selling guide teaches students to express ideas clearly and concisely. It emphasizes writing as a way of examining, evaluating, and refining ideas: students learn to read critically, study, evaluate and report data, and communicate with clarity. Using a narrative style, the text is its own example of good analytical writing. In this new edition, students learn how to avoid plagiarism (Ch 1 and 3), read and interpret data (Ch 3, 4 and 9), prepare effective Materials and Methods sections in research reports and more (Ch 9), and prepare manuscripts for submission (Ch 9). The text also provides advice on locating useful sources (Ch 2), maintaining laboratory and field notebooks (Ch 9), communicating with different audiences (Ch 6 and 10), and crafting research proposals (Ch 10), poster presentations (Ch 11), and letters of application (Ch 12). Also available with MyWritingLab(tm) This title is also available with MyWritingLab -- an online homework, tutorial, and assessment program that provides engaging experiences for teaching and learning. Flexible and easily customizable, MyWritingLab helps improve students' writing through context-based learning. Whether through self-study or instructor-led learning, MyWritingLab supports and complements course work.

In a competitive and increasingly internationalised business world, many companies rely on the high risk/reward ratio of operating in unstable areas. Those companies willing to engage in

emerging or developing countries can often be exposed to a politically volatile environment over which they have little control. Political risk, therefore, is one of the most hazardous challenges that an international business can face. In *A Short Guide to Political Risk* you will find a business-centric introduction to political risk that will familiarise international managers with the concept and accelerate the learning curve towards proficient and coherent political risk management. Robert McKellar explores: the key political risks that companies have faced in the recent past, and current trends in the evolution of the political risk landscape; the concept of political risk and its constituent elements; models and approaches for assessing political risk; the principal options for managing political risk, and suggestions for organisational structures to ensure a coherent and consistent approach; as well as wider issues that a company needs to consider in developing its own attitude and philosophy on political risk. *A Short Guide to Political Risk* is an essential introductory guide for risk managers and for all senior managers concerned with their organisation's global performance and reputation.

A visionary report on the revitalization of the liberal arts tradition in the electronically inflected, design-driven, multimedia language of the twenty-first century. *Digital Humanities* is a compact, game-changing report on the state of contemporary knowledge production. Answering the question "What is digital humanities?," it provides an in-depth examination of an emerging field. This collaboratively authored and visually compelling volume explores methodologies and techniques unfamiliar to traditional modes of humanistic inquiry—including geospatial analysis, data mining, corpus linguistics, visualization, and simulation—to show their relevance for contemporary culture. Written by five leading practitioner-theorists whose varied backgrounds embody the intellectual and creative diversity of the field, *Digital Humanities* is a vision statement for the future, an invitation to engage, and a critical tool for understanding the shape of new scholarship. *A Short Guide to Fraud Risk* is for: * anyone who needs to better understand fraud risks, either company-wide, or in a specific business unit; * directors and managers who would like to add value by building fraud resistance into their organization and to demonstrate to shareholders, regulators or other stakeholders that they are managing fraud risks, rather than just reacting to incidents; * regulators, auditors and compliance professionals who need to assess the effectiveness of an organisation's fraud prevention measures. The book gives a concise but thorough introduction to the risk of fraud based on a six-element strategy. It includes practical steps to assess and treat fraud risks across an organisation, including those relating to executive directors. It also provides practical steps to develop fraud awareness across an organisation and how to implement an effective fraud detection and incident management program. The application of the principles is illustrated with example documents and numerous case studies aimed at assisting the reader to implement either individual elements or a complete fraud risk management strategy.

A new book distilling Wisdom's definitive masterpiece on mindfulness and all-time bestseller, *Mindfulness in Plain English*, down to a pocket-sized guide with everything you need to get started practicing mindfulness right now. In a clear, friendly voice, this concise collection of beloved and renowned meditation master Bhante G's bestselling instructions will teach you everything you need to know to start—and maintain!—your mindfulness meditation practice. The book includes practical advice on What to do with the body and mind in meditation; What to do when the mind wanders and how to work with distraction; How to deal with physical discomfort in meditation; How to overcome drowsiness, boredom, and inability to concentrate; How to work with fear and agitation, judgments, and self-criticism; How to avoid trying too hard, expecting too much, or getting discouraged; 11 common misconceptions about meditation; 10 tips for effective practice; and how to get the most out of your practice.

A Short Guide to a Happy Life Random House

The New York Times bestselling book of simple rules everyone should follow in order to live a long, healthy life, featuring illustrations throughout, from the author of *The End of Illness*. In his international bestseller, *The End of Illness*, Dr. David B. Agus shared what he has learned from his work as a pioneering cancer doctor, revealing the innovative steps he takes to prolong the lives of not only cancer patients, but those who want to enjoy a vigorous, lengthy life. Now Dr. Agus has turned his research into a practical and concise illustrated handbook for everyday living. He believes optimal health begins with our daily routines. *A Short Guide to a Long Life* is divided into three sections (What to Do, What to Avoid, and Doctor's Orders) that provide the definitive answers to many common and not-so-common questions: Who should take a baby aspirin daily? Are flu shots safe? What constitutes "healthy" foods? Why is it important to protect your senses? Are airport scanners hazardous? Dr. Agus will help you develop new patterns of personal health care, using inexpensive and widely available tools that are based on the latest and most reliable science. An accessible and essential handbook for preparing for visits to the doctor and maintaining control of your future, "A Short Guide to a Long Life explores the simple idea that a healthy tomorrow starts with good habits today" (Fortune).

Climate change poses a risk to business operations and to markets—but at the same time, it can bring opportunities for some businesses. With chapters on the nature, science and politics of climate change risk, as well as how to assess, then how to cope with it, and recommendations for incorporating climate change risks into a Company Climate Risk System, this concise guide serves the needs of business students and practitioners across a wide range of sectors, public and private.

Does your organization have a good or bad reputation, and who takes responsibility for it? Whether viewed as an intangible asset or potential liability, damage to reputation can be costly. In the private sector loss of investor confidence can dent corporate value; in the public sector loss of public trust can lead to political change. How can anyone protect reputation from damage? Economics is too important to be left to the economists. This concise and readable book provides non-specialist readers with all the information they need to understand how capitalism works (and how it doesn't). *Economics for Everyone*, now published in second edition, is an antidote to the abstract and ideological way that economics is normally taught and reported. Key concepts such as finance, competition and wages are explored, and their importance to everyday life is revealed. Stanford answers questions such as "Do workers need capitalists?", "Why does capitalism harm the environment?", and "What really happens on the stock market?" The book will appeal to those working for a fairer world, and students of social sciences who need to engage with economics. It is illustrated with humorous and educational cartoons by Tony Biddle, and is supported with a comprehensive set of web-based course materials for popular economics courses.

An indispensable companion and guide to one of the world's great archaeological sites The three-thousand-year-old rock-cut temples at Abu Simbel and the story of their rescue

from the rising waters of Lake Nasser in the 1960s are almost as familiar worldwide as the tale of the gold funerary mask and brief life of the boy king Tutankhamun. Yet although they are among the most celebrated, visited, and photographed archaeological sites in the world, the two temples are among the least understood by the visitor. In this lucidly written, beautifully illustrated guide, Nigel Fletcher-Jones explains the main features of both temples, discusses what they teach us about ancient Egypt during the reign of Rameses II (1265-1200 BC), and illustrates which gods and goddesses were worshipped here. With over 50 new photographs, drawings, and diagrams, and packed with fascinating insights, *Abu Simbel: A Short Guide to the Temples* is an indispensable companion and souvenir to one of the world's great archaeological sites.

In this book, Charles Merzbacher offers a concise, definitive guide to the essential skills, techniques and logistics of producing short films, focusing on the practical knowledge needed for line producing and overseeing smaller-scale productions. Drawing on insights from real-life production scenarios, veteran filmmaker and instructor Charles Merzbacher takes producers through every stage of the production process, from fundraising, preproduction and planning to the producer's role in postproduction and distribution. Key topics include: Finding a worthy project; Schedules and budgets; Managing the casting process; Recruiting and managing crew; Location scouting; Legal and safety issues; Running a production; Negotiating music rights; And much more! An accompanying website—available at theshortseries.com—offers document templates for contracts, call sheets, budgets and other production forms, as well as sample production documents and short video guides featuring top industry professionals.

From the New York Times bestselling author of *Alternate Side*, Anna Quindlen's classic reflection on a meaningful life makes a perfect gift for any occasion. "Life is made of moments, small pieces of silver amidst long stretches of tedium. It would be wonderful if they came to us unsummoned, but particularly in lives as busy as the ones most of us lead now, that won't happen. We have to teach ourselves now to live, really live . . . to love the journey, not the destination." In this treasure of a book, Anna Quindlen, the bestselling novelist and columnist, reflects on what it takes to "get a life"—to live deeply every day and from your own unique self, rather than merely to exist through your days. "Knowledge of our own mortality is the greatest gift God ever gives us," Quindlen writes, "because unless you know the clock is ticking, it is so easy to waste our days, our lives." Her mother died when Quindlen was nineteen: "It was the dividing line between seeing the world in black and white, and in Technicolor. The lights came on for the darkest possible reason. . . . I learned something enduring, in a very short period of time, about life. And that was that it was glorious, and that you had no business taking it for granted." But how to live from that perspective, to fully engage in our days? In *A Short Guide to a Happy Life*, Quindlen guides us with an understanding that comes from knowing how to see the view, the richness in living.

The most authoritative and feature-rich edition of *On War* in English Carl von Clausewitz's *On War* is the most significant attempt in Western history to understand war, both in its internal dynamics and as an instrument of policy. Since the work's first appearance in 1832, it has been read throughout the world, and has stimulated generations of soldiers, political leaders, and intellectuals. First published in 1976 and revised in 1984, Michael Howard and Peter Paret's Princeton edition of Clausewitz's classic work has itself achieved classic status and is widely regarded as the best translation and standard edition of *On War* in English. This feature-rich edition includes an essay by Paret on the genesis of Clausewitz's book, an essay by Howard on Clausewitz's influence, and an essay by Bernard Brodie on the continuing relevance of *On War*. In addition, Brodie provides a lengthy and detailed commentary on and guide to reading *On War*, and the edition also includes a comprehensive index.

A Short Guide to a Happy Divorce is the book for when divorce is the right path and the healthy path for you and your spouse. A happy divorce? That truly sounds like an oxymoron, and it is for many divorced couples and families. But when divorce becomes the final answer, spouses often realize they have not been loved as they wanted and deserved to be, and now they have another chance for happiness and fulfillment. The decision to get a divorce is one of life's most significant. There is no downplaying it. Once that decision is made, it's time to shift gears and revise perspectives: divorce is the right path and the healthy path for you and your spouse. Often the partner who was not the initiator comes to see that their spouse has actually done them a favor. Both come to agree that the marriage was fundamentally unhappy. Let Sharon Gilchrest O'Neil guide you through this stage of life with her accessible and personal approach that works to achieve the goal of finding happiness in divorcing, in order to improve your life, as well as the lives of your family members

A Short Guide to Facilitating Risk Management is for all those who need to make sound decisions in important but risky situations; people who work with groups to identify, prioritize and respond to risks, and who wish to deliver value. The authors provide readable and practical advice in terms of avoiding pitfalls, understanding risk management and the role of facilitator. They include guidance for running workshops, and working with small groups and individuals.

Intended for all writers on music--college through budding professional--and far more than a course textbook, this brief and inexpensive text coaches writers how to approach, research, and write about music. *A Short Guide to Writing about Music* is written in a clear and conversational style, and employs a variety of writing samples (both student and professional) as a means to illustrate effective writing [Publisher description]

While there are many self-help books addressing marriage issues, none is as pointed and straightforward as O'Neill's *A Short Guide to a Happy Marriage*. Like her highly acclaimed short book, *Sheltering Thoughts: About Loss and Grief*, this book will speak to its readers through its directness and simplicity. It challenges readers to understand and live by the tenets of a committed relationship. In the spirit of the bestselling book, *A Short Guide To A Happy Life* by Anna Quindlen, author Sharon Gilchrest O'Neill offers readers the same inviting and simple but sensible approach for embracing marriage, and provides the essentials of a long lasting relationship.

The historic growth in world trade, large container ships and information technology have triggered profound changes in international trade. A few years ago, customs officers at the border were meticulously checking goods and documents before releasing a shipment to the trader. A business could be confident that a shipment that had cleared customs complied with all applicable regulations. Today, to reduce congestion and give the trade quick access to their goods, customs have introduced risk management principles and a large number of shipments clear customs automatically. Controls have moved from the border to the trader's premises and it is during site visits that customs officers check the business compliance records. Moving from frontier checks to audit based controls has transferred a high level of responsibility and risk to the trader. It is now the duty of the trader to identify and report any error or irregularity and to keep an impeccable audit trail from initial quotation to receipt of payment. For the business, failing to provide satisfactory compliance records will result in delayed shipments and serious disruption in the supply chain. This will in turn impact on financial performance indicators such as Days in Inventory, Days Sales Outstanding and of course Cash Flow. The business will also have to endure in depth customs audits during which customs officers will inspect each step of the audit trail disrupting day-to-day business operation. Errors uncovered during these audits will yield heavy financial penalties and a customs debt. Ultimately, customs risk will impact on shareholders value. Customs and finance reporting should receive the same level of attention. However, if all companies check carefully their tax returns, only a few check their import or export declarations with the same scrutiny. Managing customs risk is often seen as a cost centre but it is also a source of competitive advantage. A sound customs management can reduce or remove

Increasingly, top executives view supply markets as sources of competitive advantage and as means of achieving strategic objectives. Procurement is the management activity that makes this happen, and this process depends on a superior risk management capability if it is to be effective. Yet, despite its importance, Procurement Risk Management is surprisingly under-developed. Recent Global Risk surveys have pinpointed Supply Chain Vulnerability as one of the four key global risks for the next decade. What is less well known is that this is only half of the story ... risk exposures also exist inside the company and can be just as damaging. No company is an island; it needs suppliers as well as customers. Conventional wisdom puts great emphasis on managing certain aspects of business such as customers; operations; strategy and finances. Typically, however, much less regard is paid to external suppliers and the risks present in dealing with them. As a minimum, suppliers are the sources of materials, services and expert attention which enable the company to feed its business model. When done well, a risk-aware procurement process provides the bonus of competitive advantage, with the ability to capitalise, on the occurrence of unexpected events. This short guide explains just how to do it. Each chapter explores the topic in hand, outlines the risks and the remedies available and offers guidance on the principles and risk prevention.

A Short Guide to Writing about Art offers invaluable advice for any art course where students write papers. It addresses a wealth of fundamental matters: description versus analysis some critical approaches to art (e.g., formal analysis, cultural materialism, gender studies) getting ideas for an essay engaging in peer review developing paragraphs organizing a comparison using bibliographic tools, including the Internet quoting sources writing captions for illustrations avoiding sexist and Eurocentric language editing the final draft documenting sources, using either The Chicago Manual of Style or The Art Bulletin style preparing for essay examinations Among the new features of the sixth edition are new guidelines for using the World Wide Web and the Internet for art-historical research, five new checklist (e.g., a checklist for evaluating Web Sites), ten new illustrations, and the style guide published by The Art Bulletin. Several sample essays are also included, accompanied by analyses that show readers the particular strengths of effective writing. This edition addresses such fundamental matters as: description versus analysis; critical approaches to art (e.g., formal analysis; cultural materialism; gender studies); getting ideas for an essay; developing paragraphs; organizing a comparison; using bibliographic tools, including the internet; writing a catalog entry; quoting sources; documenting sources, using either the Art Bulletin style or the Chicago Manual style; avoiding sexist and Eurocentric language; writing citations for illustrations; engaging in peer review; editing the final draft; writing essay examinations.

Savvy managers use contracts proactively to reach their business goals and minimize their risks. To succeed, these managers need a plan/framework and A Short Guide to Contract Risk provides this. It introduces the notion of contract literacy: a set of skills relevant for all who deal with contracts in their business environment. Arguing that contracts are too important to be left to lawyers alone, this short guide describes lean contracting, visualization and a number of easy-to-use tools that enable managers and lawyers to better understand each others' viewpoints and manage contract risks and opportunities. What makes this short guide from the authors of the acclaimed Proactive Law for Managers especially valuable, if not unique, is its down-to-earth managerial/legal approach. It is about understanding and using legally sound contracts as managerial tools for well thought-out, realistic risk allocation in business deals and relationships.

For a thousand years, infinity has proven to be a difficult and illuminating challenge for mathematicians and theologians. It certainly is the strangest idea that humans have ever thought. Where did it come from and what is it telling us about our Universe? Can there actually be infinities? Is matter infinitely divisible into ever-smaller pieces? But infinity is also the place where things happen that don't. All manner of strange paradoxes and fantasies characterize an infinite universe. If our Universe is infinite then an infinite number of exact copies of you are, at this very moment, reading an identical sentence on an identical planet somewhere else in the Universe. Now Infinity is the darling of cutting edge research, the measuring stick used by physicists, cosmologists, and mathematicians to determine the accuracy of their theories. From the paradox of Zeno's arrow to string theory, Cambridge professor John Barrow takes us on a grand tour of this most elusive of ideas and describes with clarifying subtlety how this subject has shaped, and continues

to shape, our very sense of the world in which we live. The Infinite Book is a thoroughly entertaining and completely accessible account of the biggest subject of them all—infinity.
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