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# Wiley EMEA Trade Catalogue





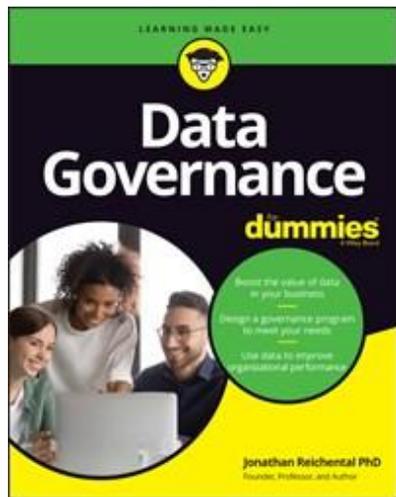
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# Dummies

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## Data Governance For Dummies

Reichental

### Summary

#### How to build and maintain strong data organizations—the Dummies way

*Data Governance For Dummies* offers an accessible first step for decision makers into understanding how data governance works and how to apply it to an organization in a way that improves results and doesn't disrupt. Prep your organization to handle the data explosion (if you know, you know) and learn how to manage this valuable asset. Take full control of your organization's data with all the info and how-tos you need. This book walks you through making accurate data readily available and maintaining it in a secure environment. It serves as your step-by-step guide to extracting every ounce of value from your data.

- Identify the impact and value of data in your business
- Design governance programs that fit your organization
- Discover and adopt tools that measure performance and need
- Address data needs and build a more data-centric business culture

This is the perfect handbook for professionals in the world of data analysis and business intelligence, plus the people who interact with data on a daily basis. And, as always, *Dummies* explains things in terms anyone can understand, making it easy to learn everything you need to know.

### Contributor Bio

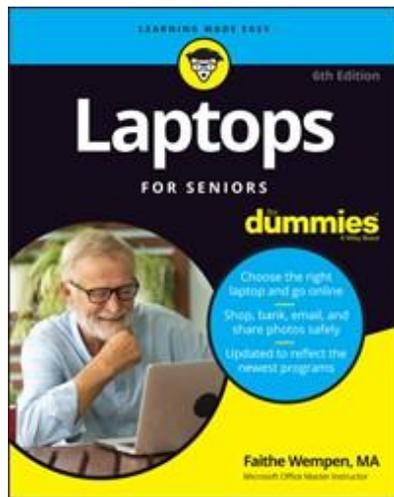
Jonathan Reichental, PhD (San Francisco, CA) is an author, course creator, professor, and business futurist who's also served as a software engineering manager, director of innovation, and chief information officer for various organizations. Along with his expertise in data governance, he also focuses his work in the areas of digital transformation, the smart cities movement, and blockchain technologies. He is author of *Smart Cities For Dummies* and creator of the the "Learning Data Governance" course published by LinkedIn Learning in August 2021.

John Wiley & Sons  
9781119906773  
Pub Date: 01/02/2023  
\$34.99/£24.99 UK/€30.00 EU  
Paperback

320 Pages

### Comp Titles

*No comparable titles have been specified.*



## Laptops For Seniors For Dummies, 6th Edition<sup>(6th Edition)</sup>

Faithe Wempen

### Summary

**The basics you need to get more comfortable with laptops, without any of the fluff**

*Laptops For Seniors For Dummies* is just for you. We help readers in the 55+ club get the most out of their laptops. You'll discover how to choose the best laptop for your needs and how to use Microsoft Windows, to share photos, surf the web, use e-mail, and much more. With large text, clear graphics, and easy-to-follow instructions, this *For Seniors For Dummies* guide will get you up to speed on your new device in no time. Even if you're upgrading from a typewriter, we can help you choose the right laptop to buy, understand your operating system, use files and folders, download and install software, and stay safe online. It's all the stuff you need to know to make your laptop work for you.

- Choose and purchase the right laptop for your needs
- Navigate your Windows 10 or 11 operating system with confidence and discover useful programs
- Connect to Wi-Fi, go online, send e-mails, and get started with social media
- Protect and secure your laptop and your personal data

Whether you're purchasing your first laptop or upgrading from older technology, this Dummies guide will take you step by step through everything you need to know to get laptop savvy.

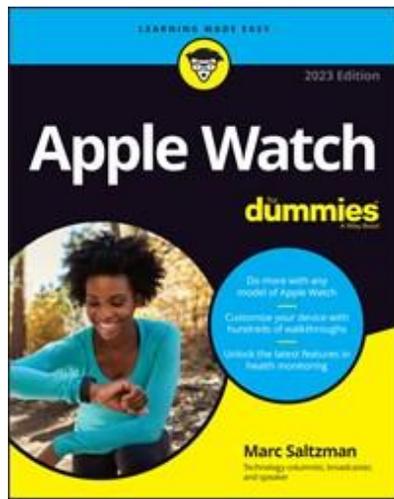
### Contributor Bio

Faithe Wempen, M.A., CompTIA A+ (Fortville, IN), is a computer information technology instructor at Indiana University Purdue University at Indianapolis (IUPUI). She also writes and designs online technology courses for multiple corporate clients and is the author of over 150 academic and consumer books on computer hardware and software in her 30+ year career as a freelance technology enthusiast. She's the author of many Dummies tech titles, including *Office For Seniors For Dummies* and *Computers For Seniors For Dummies, 6e*.

### Comp Titles

Laptops For Seniors For Dummies	Muir, Nancy C.	John Wiley & Sons	12/12/2017	9781119420262 1119420261	£17.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



John Wiley & Sons  
9781119912606  
Pub Date: 22/02/2023  
\$29.99/£22.99 UK/€25.70 EU  
Paperback

416 Pages

## Apple Watch For Dummies(2023)

Marc Saltzman

### Summary

#### Stop looking at your phone—and start looking at your Apple Watch

Much more than a time-telling device, the Apple Watch is your very own wrist-sized computer. And *Apple Watch For Dummies* is the most trusted guide for new and upgrading users. Learn how to check your email, make a phone call, look at tomorrow's weather forecast, and track your calorie burn, all right on your wrist. *Dummies* helps you navigate the interface, use helpful Siri shortcuts, make wireless payments, and more. This 2023 Edition is fully updated for the latest version of the Apple Watch and watchOS.

- Learn how to connect your Apple Watch to your phone and start receiving messages
- Check the weather, track your fitness, and use apps on your Watch
- Make payments wirelessly by tapping your Watch at points-of-sale
- Discover all the features of the newest Apple Watch models

This is the perfect *Dummies* guide for first-time Apple Watch users, as well as people who are upgrading their Apple Watch and need a reference on the latest features.

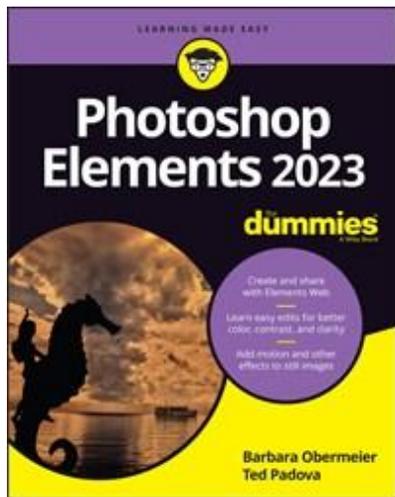
### Contributor Bio

MARC SALTZMAN (ONTARIO, CA) is a freelance journalist, author, lecturer, consultant, and radio and TV personality. He writes for CNN.com, and USA Today.com. Marc is the host of "Gear Guide," a tech focused video that reaches over 60 million viewers each year. He also hosts "Tech Talk with Marc Saltzman" on Canadian radio. Marc has appeared on the "Today Show," "CBS Early Show," "Access Hollywood," and "Entertainment Tonight."

### Comp Titles

Apple Watch For Dummies, 2022 Edition	Saltzman, Marc	John Wiley & Sons	07/03/2022	9781119846406 1119846404	£22.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



Dummies  
9781119912903  
Pub Date: 18/01/2023  
\$39.95/€37.90 DE  
Paperback

0 Pages

## Photoshop Elements 2023 For Dummies

### Summary

**Transform your images from ordinary to extraordinary in Photoshop Elements**

Great for non-professional photographers and designers, Adobe's Photoshop Elements is packed with all the photo editing tools you need to turn your images into showstoppers. And with the help of *Photoshop Elements 2023 For Dummies*, you'll discover the ins and outs of this affordable, beginner-friendly photo editing software. Learn all the tricks for simple, one-click fixes, before leaping into more advanced editing features. Work with layers, brighten colors, add filters, and make your images pop!

- Learn the basics of Photoshop Elements and quickly improve your photos
- Enhance color, boost contrast, and sharpen your images
- Get to know more advanced Photoshop tools like layers
- Create eye-catching images and improve your designs

This book is for you whether you're new to Photoshop Elements or an experienced user needing a refresh on the latest features. You're in good hands with Dummies.

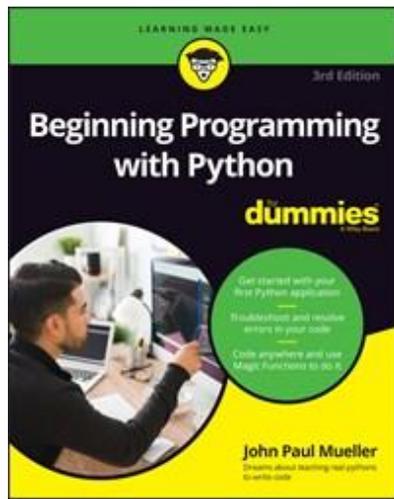
### Contributor Bio

Barbara Obermeier (Ventura, CA) is the principal of Obermeier Design and an adjunct professor at California Lutheran University. Ted Padova (The Philippines) is adjunct professor of visual arts and digital photography at Sillman University in Dumaguete, Philippines. The two have combined to author or co-author over 90 books.

### Comp Titles

Photoshop Elements 2022 For Dummies	Obermeier, Barbara	John Wiley & Sons	24/01/2022	9781119837213 1119837219	£30.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



John Wiley & Sons  
9781119913771  
Pub Date: 28/02/2023  
\$34.99/£26.99 UK/€30.00 EU  
Paperback

416 Pages

## Beginning Programming with Python For Dummies, 3rd Edition (3rd Edition)

John Paul Mueller

### Summary

**Create simple, easy programs in the popular Python language**

*Beginning Programming with Python For Dummies* is the trusted way to learn the foundations of programming using the Python programming language. Python is one of the top-ranked languages, and there's no better way to get started in computer programming than this friendly guide. You'll learn the basics of coding and the process of creating simple, fun programs right away. This updated edition features new chapters, including coverage of Google Colab, plus expanded information on functions and objects, and new examples and graphics that are relevant to today's beginning coders. *Dummies* helps you discover the wealth of things you can achieve with Python.

- Employ an online coding environment to avoid installation woes and code anywhere, any time
- Learn the basics of programming using the popular Python language
- Create easy, fun projects to show off your new coding chops
- Fix errors in your code and use Python with external data sets

*Beginning Programming with Python For Dummies* will get new programmers started—the easy way.

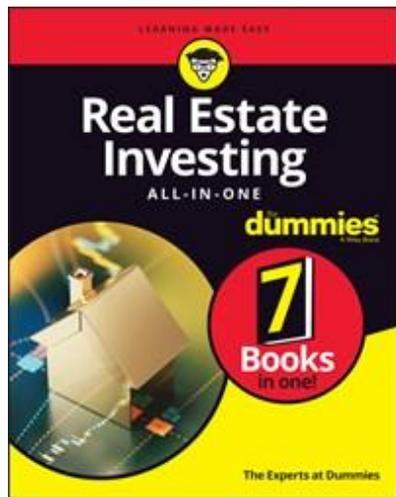
### Contributor Bio

JOHN MUELLER (LA VALLE, WI) is an experienced technology writer with more than 100 titles to his name. He has experience with networking, AI, data, and programming. He is the author of the previous editions of *Beginning Programming with Python For Dummies* and many other *For Dummies* titles.

### Comp Titles

Beginning Programming with Python For Dummies	Mueller, John Paul	John Wiley & Sons	11/04/2018	9781119457893 1119457890	£26.99 GBP	Paperback
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## Real Estate Investing All-in-One For Dummies

The Experts at Dummies

### Summary

#### Build wealth through real estate

*Real Estate Investing All-in-One For Dummies* will show new and seasoned real estate investors how to make smart decisions. With seven books in one, this complete resource will teach you how to purchase real estate, flip houses, invest in commercial real estate and foreclosures, sell your house, buy real estate internationally, and more. We even explain the ins and outs of short-term rentals like Airbnb, so all your passive income options are covered. With this book, you can start investing in real estate quickly and easily, thanks to user-friendly information and expert tips that will help you avoid costly mistakes. It's your one-stop resource for all things real estate.

- Learn how to buy and sell real estate, including how to find the best deals
- Determine whether flipping houses or short-term rental management is for you
- Maximize your earnings and minimize your tax bill in real estate investment
- Extend your reach outside the United States by investing in real estate globally

This is the perfect Dummies guide for amateur real estate investors who need a hand getting started, and for seasoned investors looking to up their game with commercial, international, and other investment strategies.

### Contributor Bio

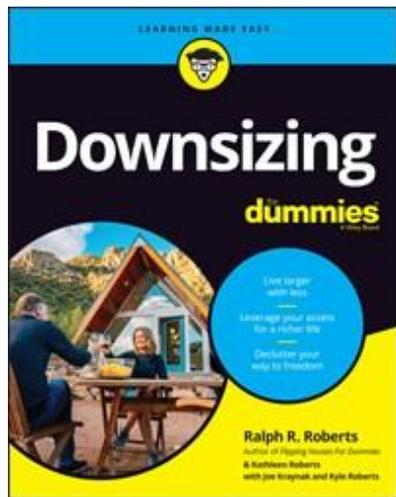
This All-in-One collects the expertise of a team of For Dummies authors, including: Eric Tyson, Robert Griswold, Ralph Roberts, Joe Kraynak, Ray Brown, Symon He, Svetec, Nicolas Wallwork, Peter Conti, Peter Harris, and Kyle Roberts. The Experts at Dummies are smart, friendly people who make learning easy by taking a not-so-serious approach to serious stuff.

John Wiley & Sons  
9781394152841  
Pub Date: 21/02/2023  
\$49.99/£37.99 UK/€42.80 EU  
Paperback

592 Pages

### Comp Titles

*No comparable titles have been specified.*



## Downsizing For Dummies

Ralph R. Roberts

### Summary

**Organize, declutter, donate—downsize and simplify your life**

*Downsizing For Dummies* provides you with strategies to downsize your life by moving to a smaller home, decluttering, simplifying your budget, and saving more money. You'll find tips to help decrease your cost of living, lower your home maintenance costs, protect and leverage your assets, and decide whether downsizing is right for you and your family. After downsizing your life, you'll save time on household chores and gain the freedom and flexibility that come with having fewer possessions. What will you do with all the time you save? *Downsizing For Dummies* will help you understand the benefits of living simply!

- Discover ways to declutter and simplify every corner of your life
- Weight the pros and cons of moving to a smaller home
- Save time and money by cutting down on your chores and home maintenance
- Experience a reduced stress level when you create space at home and work

This book is for anyone who is ready to live clutter-free and to downsize. It's the perfect Dummies guide for homeowners looking to save money, plus real estate brokers who are working with clients who are downsizing, and designers and builders of new homes who want to stay on top of the downsizing trend.

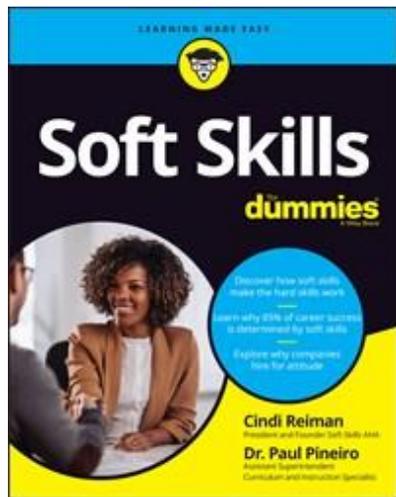
### Contributor Bio

RALPH ROBERTS (WARREN, MI) is a real estate expert, investor, and author. He has sold over 10,000 homes, and focuses on affordable housing. He wants to help everyone become a homeowner! Ralph is the author of *Foreclosure Investing For Dummies* (9780470122181), *Flipping Houses For Dummies* (9781119363071), as well as many other publications.

John Wiley & Sons  
9781119910060  
Pub Date: 07/02/2023  
\$22.99/£17.99 UK/€19.70 EU  
Paperback

### Comp Titles

*No comparable titles have been specified.*



## Soft Skills For Dummies

Reiman

### Summary

#### Soft skills make the hard skills work!

Soft skills are the personal qualities that make you a great communicator, problem solver, and leader on the job—and in your personal life. *Soft Skills For Dummies* helps you hone in on the traits you already have—or fine tune the ones that may need some extra attention—to market yourself as a workplace leader who's in touch with what today's employers are looking for: people who can lead and inspire through interpersonal communication, cultural awareness, time management, teamwork, critical thinking, and problem solving.

- Sharpen the skills you need for a successful career
- Improve your ability to work with others
- Become a more confident job seeker and leader
- Grasp the concept of soft skills through real-world applications, inspirational stories, and industry spotlights

With content based on a time-tested curriculum designed to prepare you for work and life success, this book is packed with everything you need to build your soft skills to make the strongest impact possible.

### Contributor Bio

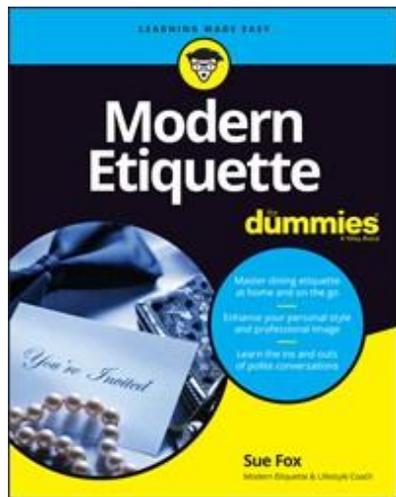
Cindi Reiman (Hilton Head Island, SC) is the President of Soft Skills, AHA, a company created by the American Hospitality Academy (AHA) in 1986, to serve as a bridge between colleges and industry, providing career-focused curriculum and structured training plans for students and young adults. Soft Skills AHA offers professional development programs that are designed to meet the needs of employers around the world, focusing on career readiness and the essential employability traits needed to be successful both in the workplace and in life.

John Wiley & Sons  
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\$24.99/£17.99 UK/€21.40 EU  
Paperback

320 Pages

### Comp Titles

*No comparable titles have been specified.*



## Modern Etiquette For Dummies (3rd Edition)

Sue Fox

### Summary

**Improve your manners, navigate uncomfortable social situations, and show greater kindness to others**

Our world is constantly changing, but something that always remains true? Manners matter. Etiquette is about more than just knowing which fork to use at a fancy dinner or how to write a thank-you note. *Modern Etiquette For Dummies* shows you how to navigate tricky interpersonal scenarios and tough workplace dilemmas with ease. With the help of Dummies, you'll toss aside stuffy old notions of etiquette and discover how to conduct yourself in various environments. This book is full of helpful tips on tackling today's unique challenges, including how to use the right pronouns, how to behave on social media, how to maintain professionalism in hybrid work settings (like when is it okay to turn off your camera during a Zoom meeting?), and how to put your phone down so you can focus on what matters.

- Learn important social expectations in informal, formal, and workplace settings
- Discover how to navigate pronouns when unsure of someone's gender identity
- Get up to date on the etiquette surrounding remote work, video calls, and more
- Improve your reputation and communicate better with friends and family

This Dummies reference is great for anyone who wants improved manners. Entering the business world? Traveling overseas? Hosting a dinner party? This is the book you need.

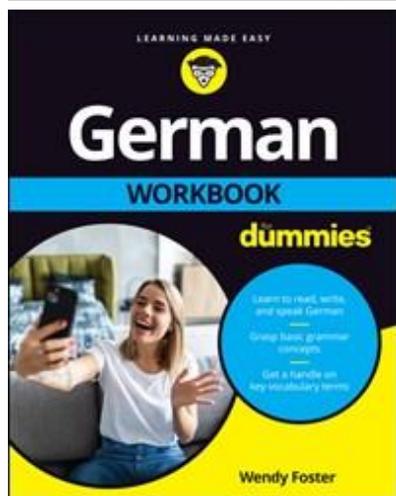
### Contributor Bio

Sue Fox (San Luis Obispo, CA) is founder and president of Etiquette Survival, a California-based professional development and publishing company that offers educational materials for individuals interested in starting their own etiquette consulting businesses, as well as corporate trainers and teaching professionals who would like to incorporate etiquette training into their classroom curriculum.

### Comp Titles

Etiquette For Dummies 2e	Fox, Sue	John Wiley & Sons	01/06/2007	9780470106723 0470106727	£17.99 GBP	Paperback
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



## German Workbook For Dummies (2nd Edition)

Foster

### Summary

#### Sprechen sie Deutsch? Learn this fun language with Dummies

*German Workbook For Dummies* is for German beginners who want to get started learning the official language of 7 countries. Packed with foundational grammar and integrated vocab, *German Workbook For Dummies* will set new language learners on their way to an exciting experience learning this complex language. Inside, you'll find plenty of practice for an experience that supports how people learn languages most effectively. As you make your way through the workbook, your confidence will grow as you discover how to handle greetings and introductions, make small talk, and understand daily encounters... auf Deutsch!

- Practice your speaking and writing skills in German
- Grasp the basics of German grammar
- Learn functional vocabulary and common slang
- Complete exercises and activities to build your confidence

With a little help from Dummies, you'll excel in your German studies.

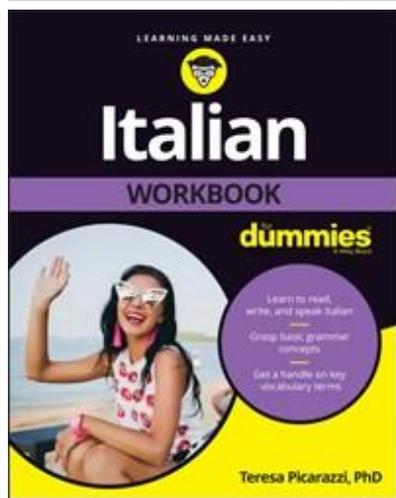
### Contributor Bio

Wendy Foster (Gloucester, MA) loves languages. She fell in love with German language and culture while studying abroad in France. After graduating with the intent to teach French, she was pulled back to Germany by her love of the Alps. She then spent 30 years in Munich studying German and intermittently bouncing to Paris to complete her MA in French. Later, she lived in Spain and immersed herself in Spanish language and culture. Shes now a polyglot living in New England.

### Comp Titles

Intermediate German For Dummies	Foster	John Wiley & Sons	01/04/2008	9780470226247 0470226242	£13.99 GBP	Paperback Language
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



## Italian Workbook For Dummies(2nd Edition)

Picarazzi

### Summary

#### Learning Italian is easy with Dummies

*Italian Workbook For Dummies* is for beginners who want to get started learning Italian. Packed with foundational grammar and integrated vocab, *Italian Workbook For Dummies* will set new language learners on their way to a wonderful experience learning this beautiful romance language. This book provides valuable practice lessons and exercises so that you can learn to write and communicate in Italian with confidence. *Italian Workbook For Dummies* is also an excellent supplement for any student looking to boost their classroom learning. With the tried-and-true expertise of Dummies, you'll move through the Italian basics with ease.

- Get introduced to the Italian language, including basic grammar and pronunciation
- Complete exercises to improve your ability to write and speak in Italian
- Learn important phrases for travelling, doing business, and studying in Italy
- Build your vocabulary, discover common slang, and learn authentic expressions

This is the perfect Dummies guide for those who are brand new to the Italian language, regardless of age or background. Gain the confidence you need to interact in Italiano!

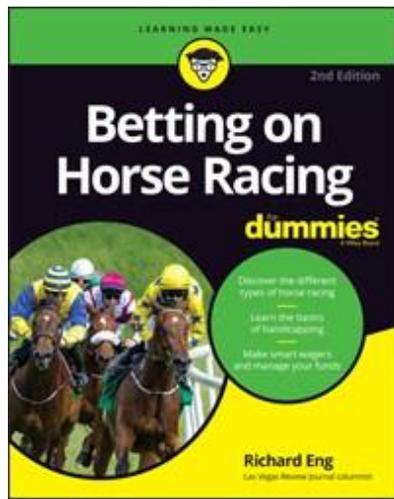
### Contributor Bio

Teresa L. Picarazzi (New Haven, Connecticut) has taught Italian language, literature, and cinema for more than 20 years at a number of universities. She now teaches Italian at The Hopkins School in New Haven. She has lived, studied, conducted research, and directed study-abroad programs in Florence, Siena, Urbino, Cortona, and Ravenna. She has two edited volumes and several articles in the area of contemporary Italian political theater and cultural studies. She lives in Connecticut with her husband, Giancarlo, their daughter Emilia, and their dog, Toby, during the school year and in Ravenna during the summer.

### Comp Titles

Intermediate Italian For Dummies	Gobetti, D	John Wiley & Sons	31/10/2008	9780470247945 0470247940	£13.99 GBP	Paperback Language
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## Betting on Horse Racing For Dummies, 2nd Edition(2nd Edition)

Eng

### Summary

*Betting on Horse Racing For Dummies* is packed with information that teaches you the ins and outs of the racetrack. You'll learn how to improve your odds, avoid common betting mistakes, and just plain have fun at the races. This is a spectator's easy-to-understand guide, so you'll have no trouble identifying the racing breeds with their strengths and weaknesses, sizing up the jockey, understanding the importance and role of a trainer, placing bets, managing money, and beyond. Can't make it to the track? No worries! You'll get the scoop on online betting with off track betting sites and apps. This update covers the latest changes in the betting world and in the racing world, so you'll know just what you're wagering.

- Learn about the different types of horse racing
- Discover and identify the best racing breeds
- Know your jockeys and trainers
- Make smart wagers and manage your funds

For beginning betters, *Betting on Horse Racing For Dummies* is your ticket to well informed wagers and a winning edge. Already know the ropes? You'll love the market trends and insider tips you'll find inside.

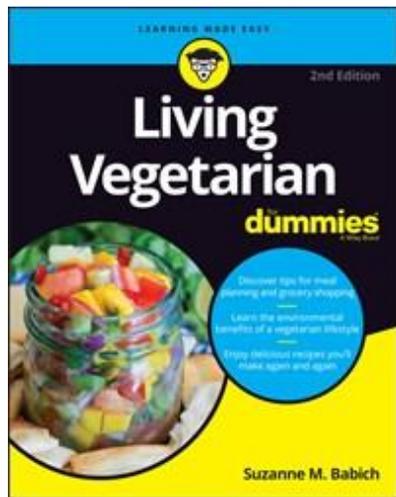
### Contributor Bio

Richard Eng has been involved in thoroughbred horse racing for more than 20 years. Eng was a former researcher/writer for ABC Sports when they televised the Triple Crown races (The Kentucky Derby, The Preakness, and The Belmont Stakes). He has worked as a publicist for the New York Racing Association, Garden State Park, Monmouth Park, Santa Anita Park and Turfway Park. He authored the first edition, *Betting On Horse Racing For Dummies*.

### Comp Titles

Betting on Horse Racing For Dummies	Eng, Richard	John Wiley & Sons	29/03/2005	9780764578403 0764578405	£12.99 GBP	Paperback	Lifestyle, Sport & Leisure
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John Wiley & Sons  
9781119903116  
Pub Date: 11/01/2023  
\$24.99/£17.99 UK/€21.40 EU  
Paperback

432 Pages

## Living Vegetarian For Dummies, 2nd Edition (2nd Edition)

Suzanne Babich

### Summary

**Vegetarian, vegan, flexitarian, whatever—you'll love your new, healthier diet**

Whether you're going totally meatless or just eating less meat, *Living Vegetarian For Dummies* is your source for practical info and advice on embracing the veg-head lifestyle. Lose weight, lower your cholesterol, reduce your carbon footprint, decrease your risk of heart disease and certain cancers—it's all possible when you turn to plants instead of animals to fuel you. We've got pro tips on planning meals, ordering at restaurants, and balancing your dietary needs. Plus, recipes so delicious you'll wonder why you ever thought you needed meat in the first place.

- Discover the health and environmental benefits of a vegetarian lifestyle
- Transition away from a meat-centered diet with easy recipes and meal plans
- Find plant-based alternatives to your favorite meat products
- Get tips for navigating menus while eating out and replacing meat in your daily routine

*Living Vegetarian For Dummies* is for anyone who wants to learn more about what it means to be mostly or completely vegetarian. We make it easy to transition, with this fun and straightforward guide.

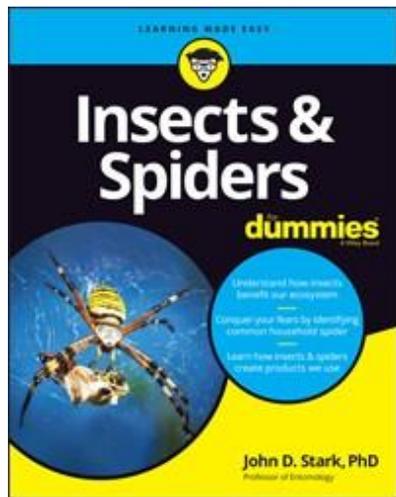
### Contributor Bio

Suzanne Babich, DrPH, MS (Carmel, IN) is the Associate Dean of Global Health and Professor, Health Policy and Management, at the Indiana University Richard M. Fairbanks School of Public Health. She holds a doctorate in public health from the Department of Health Policy and Management at the Gillings School of Global Public Health, University of North Carolina at Chapel Hill in the USA. She also holds BS and MS degrees in human nutrition and maintains credentials as a registered dietitian. A professional health writer and former newspaper columnist, she is also (as Suzanne Havala and Suzanne Havala Hobbs) the author of 14 consumer diet and health books, including *Living Vegetarian For Dummies*.

### Comp Titles

Living Vegetarian For Dummies	Hobbs, Suzanne Havala	John Wiley & Sons	29/12/2009	9780470523025 0470523026	£14.99 GBP	Paperback
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## Insects & Spiders For Dummies

John D. Stark

### Summary

**Gain a greater understanding of the entomological world**

Insects make up more than half of all living things on the planet. Spiders are everywhere, too. Conquer your fear of creepy-crawlies and learn more about these fascinating creatures with *Insects & Spiders For Dummies*. Inside, you'll discover how they benefit our ecosystem, learn about different types of species, understand their habitats, and more. This book is packed with information to help you learn about their anatomy, their role in the food chain, the numerous benefits they provide, and even how we put them to use to make products that we use. The next time you want to swat that fly, step on that annoying ant, or squeamishly squish that spider scurrying across the floor, think again!

- Understand how insects benefit our ecosystem
- Admire the diversity—and beauty—of bugs
- Learn fascinating facts about well-known insects and spiders
- Discover why bugs are so successful on every corner of the planet

This is the perfect Dummies guide for nature lovers, gardeners, educators, and anyone else with an itch to know more about the six- and eight-legged critters of planet Earth.

### Contributor Bio

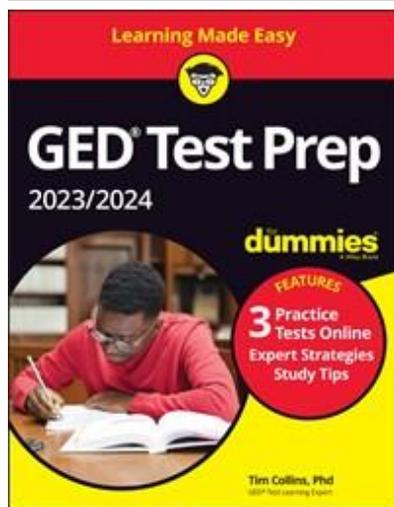
John D. Stark, PhD (Puyallup, WA) is an entomologist, environmental scientist, and professor at Washington State University (WSU). Since his childhood, he has had a great interest in nature, including catching turtles in the ponds of Long Island, New York, and collecting insects. John received two Bachelors degrees in the same year, one in biology from Syracuse University and the other in Forestry from the S.U.N.Y. Environmental Science and Forestry School. He moved to Louisiana to study insects and received a Masters degree in entomology based on work using two weevil species to control water hyacinth, a pest aquatic weed blocking bayous and causing economic damage to the state. After graduation, John moved to Hawaii, where he received a Ph.D. in entomology and pesticide toxicology.

### Comp Titles

*No comparable titles have been specified.*

John Wiley & Sons  
9781119900313  
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\$24.99/£17.99 UK/€21.40 EU  
Paperback

384 Pages



John Wiley & Sons  
9781119989097  
Pub Date: 21/02/2023  
\$29.99/£22.99 UK/€25.70 EU  
Paperback

480 Pages

## GED Test Prep 2023/2024 For Dummies with Online Practice (6th Edition)

Tim Collins

### Summary

**Your secret weapon to succeeding on the GED test the first time around**

Congratulations on committing to your education! You've studied hard and made it a long way. All that stands in your way now is the GED test. We know you can do it. You know you can do it. It's just a matter of studying hard, studying smart, and getting in the right mindset to conquer the test once and for all.

In *GED Test 2023/2024 For Dummies*, you'll find all the content review and practice you need to perfect your grammar and punctuation, take the fear out of math and science, and master social studies. You'll get a handle on your test anxiety, practice the parts where you need extra work, and prepare with two full-length practice exams.

You'll also find:

- Brand-new practice problems updated for the latest version of the test in the book and online
- Refreshed information about testing procedures and mechanics
- Tips and tricks to help you improve the efficiency of your studying and thorough coverage of updates to the test made for 2023-2024

Yes, the GED test is challenging. But with the right preparation and resources you can go into the test confident in your ability to ace every one of the math, language arts, science, and social studies sections.

### Contributor Bio

Tim Collins, PhD (Washington D.C.), has worked in the field of education for over 40 years, and has taught learners of all ages and backgrounds. For over 25 years, he has specialized in materials development for the GED test, and he has helped countless learners prepare for and pass this life-changing test. He is the author of *GED Test 2022/2023 For Dummies*.

### Comp Titles

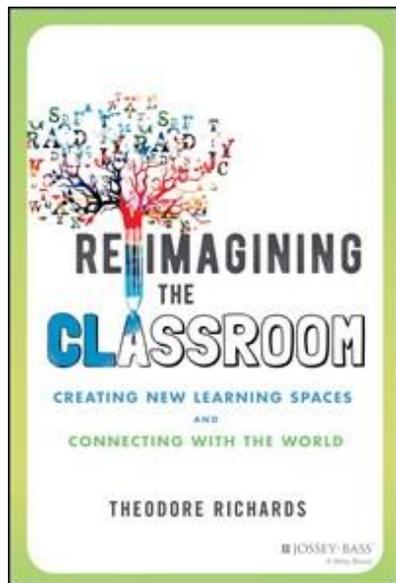
GED Test 2022/2023 For Dummies with Online Practice	Collins, Tim	John Wiley & Sons	04/04/2022	9781119677239 1119677238	£19.99 GBP	Paperback
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# Jossey-Bass

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Jossey Bass  
9781119877042  
Pub Date: 02/02/2023  
\$30.00/£22.99 UK/€25.70 EU  
Paperback

224 Pages

## Reimagining the Classroom: Creating New Learning Spaces and Connecting with the World

**Creating New Learning Spaces and Connecting with the World**

Theodore Richards

### Summary

**A practical approach to shared inquiry and exploration in K-12 classrooms**

We are in a period of unknowns unlike any in a generation or more. As educators, we need new pathways and ideas that can help us educate children for the world to come. *Reimagining the Classroom: Creating New Learning Spaces and Connecting with the World* provides practical steps and examples that parents and educators can use to begin to create new learning spaces, approaches, and outcomes. Dr. Richards' provocative book asks us to reconsider some of our basic assumptions about teaching and learning. It helps parents and educators question and recast these assumptions and practices while providing concrete, tested activities and ideas that will help readers reimagine educational spaces rooted in the notion that classrooms—and the stories we tell in them—are a metaphor for the world we hope to create.

*Reimagining the Classroom* is divided into two parts. The first offers the intellectual framework parents and educators are seeking; it identifies specific problems with current approaches, offers an alternative vision and set of narratives, and then offers a new pedagogy to satisfy this vision. The second part of the book moves from the theoretical to the practical. Dr. Richards provides tested pedagogical tools for classrooms in science and math; literature and fine arts; spirituality and mindfulness; practical arts; and justice and social-emotional learning.

- Discover practical tools for creating educational spaces that prepare students for the world they will encounter
- Help students express their values and learn to live in community
- Replace or supplement school with at-home learning and activities that will give students an edge for the future
- Learn how the traditional approach to education is failing our kids and leading to an epidemic of depression and anxiety

For educators and parents ready to consider a radical shift in service of our children's wellbeing, this book explains what, fundamentally, education can and should look like.

### Contributor Bio

Dr. Theodore Richards (Chicago, IL) is the founder of the non-profit The Chicago Wisdom Project. His work is dedicated to re-imagining education and community--and creating new narratives about our place in the world. Now called Wisdom Projects, Inc., it has grown to become a national organization with branches in various cities. Dr. Richards has taught in numerous settings, from a rural adult literacy program in Zimbabwe to youth in Harlem and the South Side of Chicago. In addition, he has taught at the graduate level, including both online and in-person formats and is currently an adjunct professor of philosophy at Becker College. Richards is a regular lecturer and speaker, having spoken at bookstores, retreat centers, conferences, universities, and religious institutions.

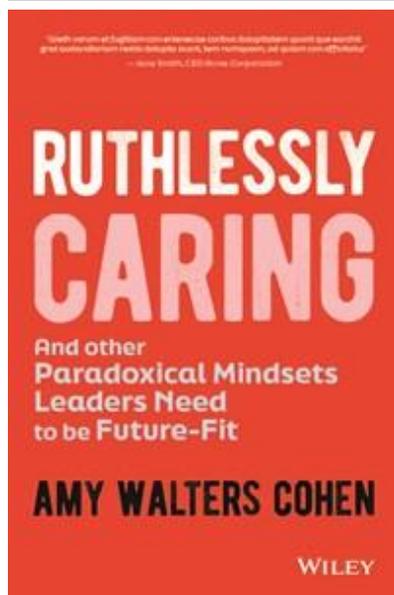
### Comp Titles

*No comparable titles have been specified.*

# Business

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## Ruthlessly Caring: And Other Paradoxical Mindsets Leaders Need to Be Future-fit

**And Other Paradoxical Mindsets Leaders Need to Be Future-fit**

Amy Walters

### Summary

Across all industries, leaders today are operating on shifting sands, trying to carve out success in a landscape that's constantly changing and highly uncertain. Aside from the disruptive effects of the pandemic, reports and forecasting data shows how 14 megatrends are reshaping the world we live in, creating a complex array of tensions for businesses leaders to navigate. These megatrends include advancing technology, climate change, rising inequality, and hyper connection via social media and they are forcing leaders to perform under an array of business tensions such as creating long-term value whilst delivering short-term targets, driving change whilst building stability, creating values-based belonging whilst celebrating difference, and protecting well-being whilst delivering high performance. For leaders to combat these forces they need to embrace paradoxical thinking into their day-to-day decision making. This book explores the five paradoxical mindsets leaders need to thrive in today's business landscape, outlining how performance hinges the ability to lead in a way that is:

1. Ruthlessly caring
2. Ambitiously appreciative
3. Politically virtuous
4. Confidently humble
5. Responsibly daring

To become future-fit, the best leaders will learn to combine all of these different mindsets within their behavior in order to achieve success and leave a long-lasting legacy.

### Contributor Bio

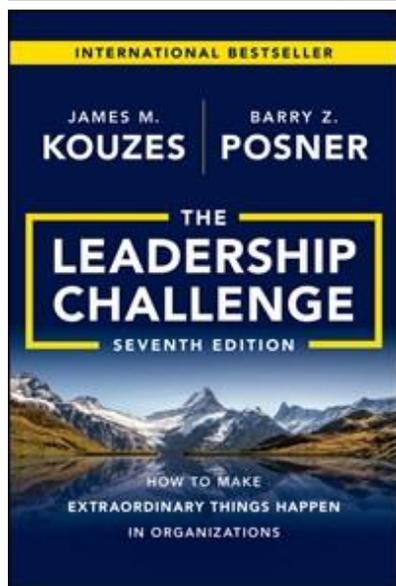
Amy is Head of Research at EYs People Advisory Service (one of the fastest growing areas of the entire EY business!), leader of thought leadership and responsible for delivering rigorous, cutting-edge insight into pressing business issues. With 10 years experience working in applied psychology, prior to EY she headed up the research team at Lane4 Management Group with specialist topic areas including: the future of leadership, organizational change, gathering cultural insight, social learning, developing teams for a disruptive age, and 21st century career development. EY Lane4 The combination of EY and Lane4 focusses on harnessing the power of people. Powered by technology, EY puts humans at the centre of business transformation. Lane4 takes people beyond performance, giving them the skills and mindset to achieve things they never thought were possible. EY & Lane4 have come together to deliver their joint purpose - to build a better working world. EY Lane4 believes that organisations need to put people at the heart of their decision-making. Not only will this create long-term value for stakeholders inside and outside the business, but it will help ensure success across large-scale business transformations. At EY Lane4, some of the biggest and influential leaders around the world are brought together, drawing on their insight to shape how EY Lane4 support their clients with their people and transformation challenges.

John Wiley & Sons  
9781394177172  
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\$24.95/£18.99 UK/€21.50 EU  
Hardcover

320 Pages

### Comp Titles

*No comparable titles have been specified.*



John Wiley & Sons  
9781119736127  
Pub Date: 28/02/2023  
\$35.00/£26.99 UK/€30.00 EU  
Hardcover

384 Pages  
Series: J-B Leadership Challenge:  
Kouzes/Posner

## The Leadership Challenge, Seventh Edition: How to Make Extraordinary Things Happen in Organizations<sup>(7th</sup>

Edition)

**How to Make Extraordinary Things Happen in Organizations**

Kouzes

### Summary

**The most trusted source of leadership wisdom, updated to address today's realities**

*The Leadership Challenge* is the gold-standard manual for effective leadership, grounded in research and written by the premier authorities in the field. With deep insight into the complex interpersonal dynamics of the workplace, this book positions leadership both as a skill to be learned, and as a relationship that must be nurtured to reach its full potential. This new seventh edition has been revised to address current challenges, and includes more international examples and a laser focus on business issues; you'll learn how extraordinary leaders accomplish extraordinary things, and how to develop your leadership skills and style to deliver quality results every time. Engaging stories delve into the fundamental roles that great leaders fulfill, and simple frameworks provide a primer for those who seek continuous improvement; by internalizing key insights and putting concepts into action, you'll become a more effective, more impactful leader.

A good leader gets things done; a *great* leader aspires, inspires, and achieves more. This book highlights the differences between good and great, and shows you how to bridge the chasm between getting things done and making things happen.

- Gain deep insight into leadership's critical role in organizational health
- Navigate the shift toward team-oriented work relationships
- Motivate and inspire to break through the pervasive new cynicism
- Leverage the electronic global village to deliver better results

Business is evolving at an increasingly rapid rate, and leaders must keep pace with the changes or risk stagnation. People work differently, are motivated differently, and have different expectations today—business as usual is quickly losing its effectiveness. *The Leadership Challenge* helps you stay current, relevant, and effective in the modern workplace.

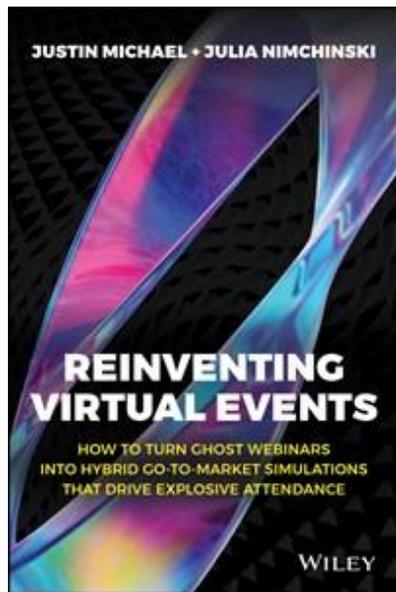
### Contributor Bio

James Kouzes (Orinda, CA; [www.leadershipchallenge.com](http://www.leadershipchallenge.com)) is the Dean's Executive Fellow of Leadership, Leavey School of Business at Santa Clara University, and lectures on leadership around the world to corporations, governments, and nonprofits. Barry Posner (Berkeley, CA; [www.leadershipchallenge.com](http://www.leadershipchallenge.com)) is Accolti Professor of Leadership and former Dean (1997-2009) of the Leavey School of Business, Santa Clara University. An accomplished scholar, he also provides leadership workshops and seminars around the world.

### Comp Titles

The Leadership Challenge Kouzes, James M. John Wiley & Sons 13/06/2017 9781119278962 1119278961 £26.99 GBP Hardcover

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Wiley  
9781394159253  
Pub Date: 28/12/2022  
\$30.00  
Hardcover  
240 Pages

## Reinventing Virtual Events

### How To Turn Ghost Webinars Into Hybrid Go-To-Market Simulations That Drive Explosive Attendance

Justin Michael, Julia Nimchinski

#### Summary

**Are your webinars a ghost town? We have the antidote.**

There's never been a better time to reinvent virtual events by transforming them into customer-centric experiences.

*Reinventing Virtual Events* reveals a new way to produce online experiences that are entirely interactive called "Customer-Centric Events." You will learn how to turn your ghost webinars into hybrid go-to-market simulations that drive explosive attendance and revenue growth with your customer center stage.

This book shatters conventional wisdom to create unconventional webinars that will dazzle your prospective customers and flood your pipeline. We will teach you next-level tips, tactics, and strategies to be wildly successful at orchestrating your online events in never-before-seen ways. You'll learn how to:

- transform your product-centric pitch-offs into innovative customer-centric events that activate, engage, and retain your ideal audience.
- leverage our signature G.A.M.E.S. framework to drive high-quality leads.
- build buzz, engagement, and high levels of interactivity during and after your virtual event
- attract the top speakers in your industry to participate in your events.
- mash up the formats and themes into hybrids that out-innovate your competitors.
- brand your event to such a level of world-class excellence that your audience won't believe they don't have to pay for it.
- recession-proof your go-to-market strategy with customer-centric events as the new foundation.

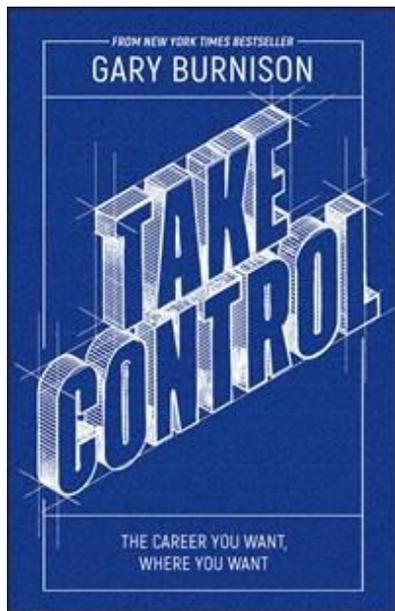
Beyond drills and role-plays, *Reinventing Virtual Events* leverages a proven "simulation" model that is the backbone of the hit event series GTM Games created by authors Julia Nimchinski and Justin Michael. It has proved to be one of the most disruptive yet commercially successful event series in B2B history. Now you too can move from the prevailing static webinar format to an interactive "anything-can-happen" showstopper.

#### Contributor Bio

Justin Michael (Los Angeles, CA; <https://hypccycl.com/>) is the co-founder of HYPCCCYCL, the number one GTM Community in Business to business selling and global established thought leader on Sales Excellence. Justin has more than 20 years of experience in Sales. Justin has worked for Salesforce, LinkedIn, and celebrities including Sean Parker and Mark Wahlberg. Julia Nimchinski (Tel Aviv, Israel; <https://hypccycl.com/>) is the other co-founder of HYPCCCYCL. She is also the inventor of Go-To-Market Simulations, in which salespeople practice marketing drills and marketing leaders try sales drills. Julia has previously launched the worlds most successful cold call competition and sales method hunt ever: RevGarage (RevenueGarage.com).

#### Comp Titles

No comparable titles have been specified.



Wiley  
9781394150052  
Pub Date: 11/10/2022  
\$28.00  
Paperback

304 Pages

## Take Control

### The Career You Want, Where You Want

Gary Burnison

#### Summary

#### THE WORKSPACE HAS CHANGED. HAVE YOU?

The workscape has changed—one of the most dramatic transformations of the past few years. Think about it. For so many people just starting their careers, working virtually is all they know. For everyone else who has had the remote option, work is no longer synonymous with a physical location. In this push-pull world, that means navigating and negotiating between the flexibility and opportunity you want—and the commitment and performance that organizations need. In other words, you need to *take control*.

Whether you're focused on getting your next job or you are striving to get ahead where you are, this is the book to guide your career path. In the first section, you'll understand how you're wired—your A.C.T. (being authentic, making a connection, and giving others a taste of you who are you), tapping your right brain, and learning as the secret to sustainable success. In the second section, you'll figure out how to get the job—and get ahead, from targeting your next opportunity to nailing the interview. And in the third section, you'll master working with others—from the 4 Career Knockout Punches, to getting along with your boss and workers, navigating culture, and communicating and connecting.

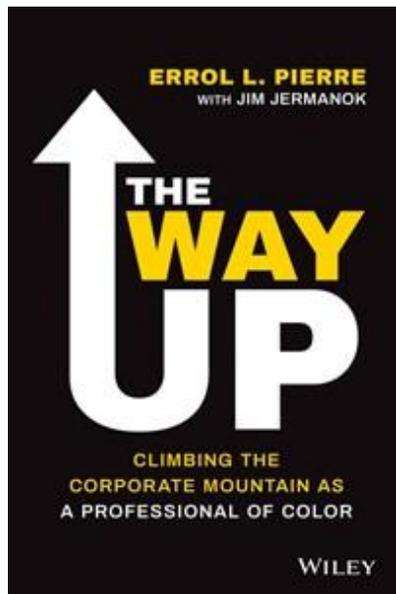
In *Take Control*, you'll discover how you can have the career you've always wanted.

#### Contributor Bio

Gary Burnison (Los Angeles, CA; [www.kornferry.com](http://www.kornferry.com)) is the Chief Executive Officer of Korn Ferry, the preeminent global people and organizational advisory firm. Korn Ferry helps leaders, organizations and societies succeed by releasing the full power and potential of people. Its nearly 8,200 colleagues deliver services through Korn Ferry and its Hay Group and Futurestep divisions. He is also a member of the Firm's Board of Directors. Gary is a regular contributor to CNBC, CNN, Fox Business and other international news outlets.

#### Comp Titles

*No comparable titles have been specified.*



## The Way Up – Climbing the Corporate Mountain as a Professional of Color

**Climbing the Corporate Mountain as a Professional of Color**

E Pierre

### Summary

**Practical and actionable advice for minorities seeking concrete strategies to help them move up the corporate ladder**

In *The Way Up: Climbing the Corporate Mountain as a Professional of Color*, accomplished executive Dr. Errol L. Pierre delivers a pragmatic and actionable guide to help underrepresented individuals from all ethnic backgrounds achieve their professional goals and elevate their careers in today's virtual workplace. The book takes a step-by-step approach to understanding the skills and strategies required to move from entry-level and middle management roles to the executive ranks.

Readers will also find:

- A collection of key lessons and short stories containing practical advice designed to help readers achieve their professional potential
- Strategies proven to work in the real-world, full of innovative insights and practical know-how
- Tips on navigating the offices and Zoom calls that make up today's employment environment

An indispensable discussion of what it takes to succeed in today's hyper-competitive professional environment, *The Way Up* will earn a place in the libraries of newly graduated businesspeople as well as seasoned pros seeking to advance their careers.

### Contributor Bio

Errol Pierre (New York, NY; healthfirst.org) is the Senior Vice President of State Programs at Healthfirst Inc., the largest non-profit health plan in New York. He manages their Medicaid and Long-Term Care business unit representing over \$8 billion dollars in annual revenue and close to 500 people and operations at more than 24 community offices across New York City, Long Island, and the Hudson Valley region. Pierre was previously the COO at Empire BlueCross BlueShield. He is an in-demand speaker and panelist on leadership, diversity, and healthcare in America and has addressed hundreds of audiences including the National Urban League for Young Professionals, 100 Black Men, and Fordham University. Errol Pierre (New York, NY; healthfirst.org) is the Senior Vice President of State Programs at Healthfirst Inc., the largest non-profit health plan in New York. He manages their Medicaid and Long-Term Care business unit representing over \$8 billion dollars in annual revenue and close to 500 people and operations at more than 24 community offices across New York City, Long Island, and the Hudson Valley region. Pierre was previously the COO at Empire BlueCross BlueShield. He is an in-demand speaker and panelist on leadership, diversity, and healthcare in America and has addressed hundreds of audiences including the National Urban League for Young Professionals, 100 Black Men, and Fordham University.

### Comp Titles

*No comparable titles have been specified.*

John Wiley & Sons  
9781119893264  
Pub Date: 07/02/2023  
\$27.00/£20.99 UK/€23.10 EU  
Hardcover

240 Pages

No Image  
Available

## Enterprise China

### Competing in and with the Middle Kingdom

J. Stewart Black, Allen J. Morrison

#### Summary

#### How to adapt your firm's competitive strategy to the modern reality of Chinese enterprise

*Enterprise China: Adopting a Competitive Strategy for Business Success* delivers a roadmap for business executives competing in and with China. Prepared by a team of renowned management researchers and strategists, the book examines the often-misunderstood interconnectedness of the Chinese state and Chinese businesses, demonstrating that individual firms and companies are often just the tip of the iceberg. The authors explain how the overarching vision, ambition, and strategy of the State impact and guide key commercial enterprises and how this affects Western business interests.

In the book, you'll also find:

- Explorations of the competitive strategy and associated tactics of Chinese enterprise
- Strategies and tactical options for Western business executives as they compete in and with the Chinese state
- Descriptions of the key factors business executives must assess as they do business in and with China

An essential discussion of one of the great economic powerhouses of contemporary history, *Enterprise China* belongs in the libraries of business executives, policy makers, and thought leaders seeking perspective on an unavoidable and determined competitor.

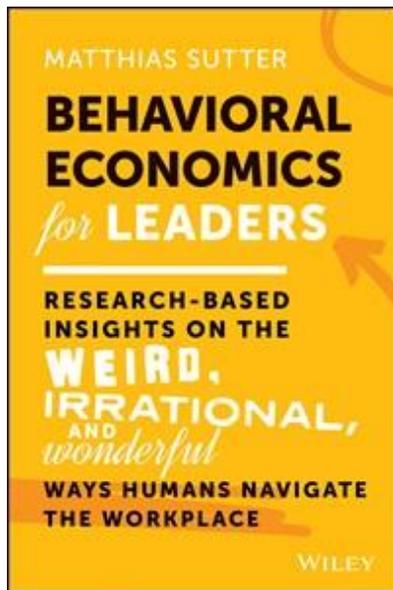
#### Contributor Bio

Allen J. Morrison, (Phoenix, Arizona; <https://isearch.asu.edu/profile/2551923>) is a Professor of Global Management at the Thunderbird School of Global Management at Arizona State University (ASU). Previously, he served as CEO and Director General of the school. Professor Morrison is a popular keynote speaker on topics of global leadership, leading innovation, responsible leadership, and strategic change. He has conducted capability assessments, organized and delivered executive seminars, and run top management retreats for over one hundred and fifty multinational companies around the world. Dr. Morrison has been a senior advisor on leadership development to the Royal Court of the Sultanate of Oman and has served on the boards of both NASDAQ-listed and private companies. J. Stewart Black, (Provo, Utah; <https://www.insead.edu/faculty-research/faculty/stewart-black>) is a Professor of Management Practice in Global Leadership and Strategy at INSEAD. He specializes in competitive strategy, organizational transformations, leading change, and global leadership. Across his career Dr. Black has lived and worked in Asia, Europe, and North America. During that time, he has worked with over 200 organizations and 10,000 executives. Much of this work has been with senior teams as they determine strategic direction, digital transformation, and the required leadership capabilities to implement their strategies. In addition, he is frequently a keynote speaker at conferences and events on the topics of leading change, organizational culture, global leadership, innovation, and strategy.

#### Comp Titles

No comparable titles have been specified.

Wiley  
9781394153428  
Pub Date: 01/12/2022  
\$28.00  
Hardcover  
240 Pages



## **Behavioral Economics for Leaders: Research-Based Insights on the Weird, Irrational, and Wonderful Ways Humans Navigate the Workplace**

**Research-Based Insights on the Weird, Irrational, and Wonderful Ways Humans Navigate the Workplace**

Matthias Sutter

### **Summary**

**Every leader should know the surprising research and strange conclusions of behavioral economics--for fairness, teamwork and productivity**

You and your colleagues don't always make rational decisions. Sometimes that's a problem that leaders must address, and sometimes that can be a good thing--when employees put their colleagues interests ahead of their own. Dr. Matthias Sutter, a leading economist from Germany's world-renowned Max Planck Institute explains the latest surprising insights based on behavioral economics research. The book explains how people tick, how they react to incentives (monetary or non-monetary in nature) and what that means for working together—or against each other—at work.

Dr. Sutter summarizes new and classic behavioral science research that applies the everyday business world, so leaders can improve teams and organizations, the research-based way. Find out which factors are important for professional success, from career entry to senior management.

- Start your career on the right footing, advance quicker, and strategize how to meet your goals
- Understand what's holding your colleagues back from productivity and implement evidence-based changes
- Identify hidden biases in yourself and others to overcome inequalities and inefficiencies
- Become a better leader and decision-maker by learning to interpret people's actions

Individuals, organizations, and teams will benefit from the often-counterintuitive wisdom in this book. Based on the author's 20 years of research—plus the findings of the world's top behavioral economists—*Behavioral Economics for Leaders* can help you get your team and your organization where you want to lead it.

### **Contributor Bio**

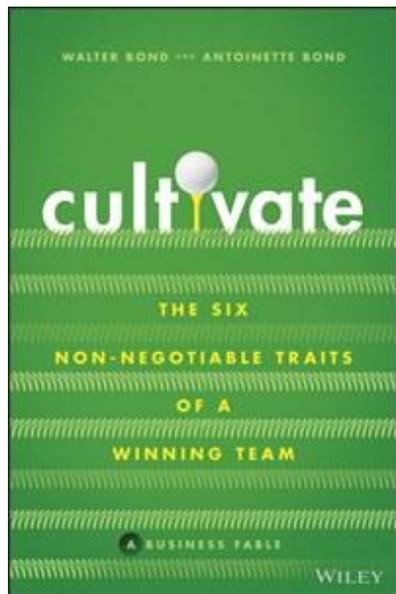
Matthias Sutter (<https://www.iza.org/>; Germany) is a behavioral economist with the Max Planck Institute in Germany and Austria. He has been Director at the Max Planck Institute for Research on Collective Goods since 2017. He is also Professor of Experimental Economic Research at the Universities of Cologne and Innsbruck.

### **Comp Titles**

*No comparable titles have been specified.*

John Wiley & Sons  
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Pub Date: 28/02/2023  
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Hardcover

256 Pages



## Cultivate: The Six Non-Negotiable Traits of a Winning Team

### The 6 Non-Negotiable Traits of a Winning Team

Walter Bond, Antoinette Bond

#### Summary

#### Recruit, develop, and retain a high-performing team

*Cultivate: The Six Non-Negotiable Traits of a Winning Team* is a robust and empowering narrative about three corporate team leaders discovering how to build a high-performing team. Over the course of the story, you'll follow these frustrated leaders as they take an introspective look into their own flaws, strengths, fears, habits, and shortcomings and learn firsthand how they impact their teams' cultures.

The authors demonstrate how leaders build the cultures they work in and explain why it's up to them to manage and improve it. The book is packed with tried-and-true teamwork fundamentals that are simple to understand and apply. Readers will also find:

- Explanations of why companies are struggling to recruit, develop, and retain strong teams
- Practical and applicable tips for employee and team member retention
- Explorations of the six traits of high-performing teams that are the signature of all elite business units

A can't-miss journey through the fundamentals of recruiting, building, and maintaining a high-performing team in your own organization, *Cultivate* will earn a place in the libraries of executives, managers, and other business leaders struggling to adapt to the human resources and retention challenges posed by the new economy. In business, Winning, Losing, or Championship organizations are totally dependent on a leader's ability to CULTIVATE!

#### Contributor Bio

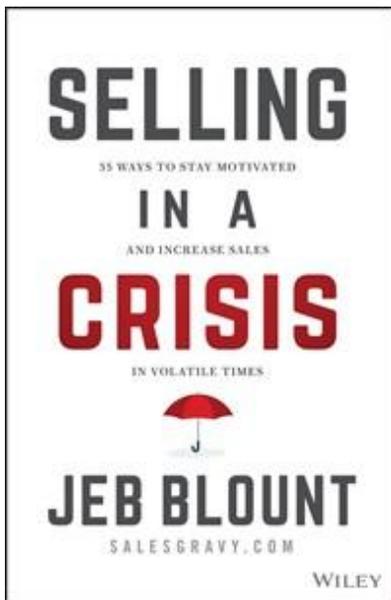
Walter Bond (Boca Rotan, Florida; <https://www.walterbond.com/>) Who is more empowered and positioned to teach teamwork than a former NBA athlete turned hall of fame speaker and business coach? Walter Bond has teamwork running through his veins. His entire childhood was spent on different teams, and his teens and early 20?s were spent learning how to contribute to professional-level teams. On the court, Walter learned not only how to work well on a team, but how to carefully analyze the working dynamics of the team and use his strengths to strengthen them. After he retired from basketball, he jumped feet first into a world of coaching and public speaking, taking all of the things he learned about teams and applying them to some of the country?s most well-known organizations. He has worked with household names such as Jersey Mike's Subs, Wells Fargo, and Microsoft has helped them create teams that work. Walter?s business partner and wife, Antoinette Bond is powerhouse who takes teamwork seriously and has dedicated her life to helping businesses succeed. Antoinette Bond (Boca Rotan; <https://www.antoINETTEbond.com/>) is the co-founder and CEO for iTeam Consulting Group and the Chief Operations Officer for Walter Bond Worldwide and the Bond Group. She works alongside her husband, Walter as a business coach to help entrepreneurs and executives take their companies to the next level.

#### Comp Titles

*No comparable titles have been specified.*

John Wiley & Sons  
9781119909118  
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Hardcover

256 Pages



Wiley  
9781394162352  
Pub Date: 25/10/2022  
\$27.00  
Hardcover  
256 Pages  
Series: Jeb Blount

## **Selling in a Crisis**

### **55 Ways to Stay Motivated and Increase Sales in Volatile Times**

Jeb Blount

#### **Summary**

**Find the motivation and confidence to stay on top when everything hits the fan**

In volatile times, it is hard to sell. It seems like every company is on a spending freeze, cutting back, or pushing off making decisions. Buyers become scarce and the competition for the few that are still buying is fierce. People don't want to meet with you, objections are harsher, customers cancel orders and contracts on a whim and pressure you for price decreases.

Yet, you are still under the same pressure to make your sales number. If you don't, your income will take a hit. Don't even mention the 401(k) that you are afraid to even look at with the markets in free fall. In this situation, it's natural to feel stressed out and feel demotivated. In *Selling in a Crisis*, the world's most sought-after sales trainer Jeb Blount delivers an essential blueprint for staying motivated, keeping your pipeline full, increasing sales, retaining your customers, and advancing your career in times of uncertainty and change.

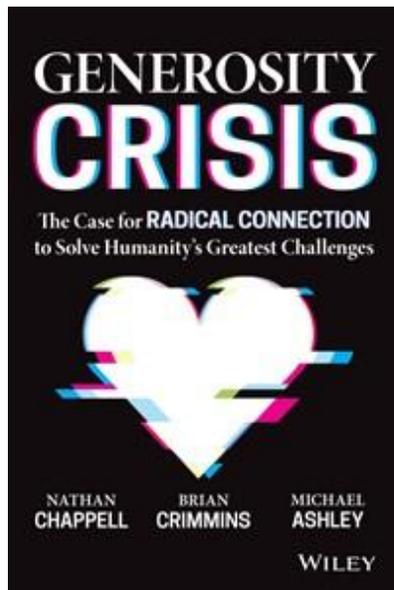
In his classic, no-nonsense style, Jeb gives you 55 easy to consume tips, techniques, and tactics that are time-tested and proven to help you stay on top when everything and everyone else is down. You'll also discover:

- The real secrets to selling more in a crisis
- The difference between rainmakers and rain barrels and how to find opportunity in adversity
- Why you must stop swimming naked and put your bathing suit on
- Why you don't get into buckets with crabs
- How to be a RIGHT NOW sales professional
- 7 Steps of Effective Prospecting Sequences and how to be professionally persistent
- How to adjust sales messaging to meet the moment
- The sales secrets of frogs, squirrels, and horses
- Sutton's Law and why you must go where the money is
- Why you need more than charm and a great personality to close sales in a crisis
- The five questions you must answer in the affirmative for every stakeholder
- How to handle buying commitment objections in a crisis
- How to protect your turf from competitors and your profits from price decreases
- Five ways to protect and advancing your career
- How to be bold and always trust your cape
- And so much more . . .

Jon Kabat-Zinn once said, "You can't stop the waves, but you can learn to surf." This is exactly what you'll learn to do in this indispensable guide for sales professionals who are navigating the rough seas of volatility. With each chapter you will find the motivation, inspiration, and confidence catch to rise above the negativity, catch your wave, and take control of your life, career, mindset, and income.

#### **Contributor Bio**

Jeb Blount (salesgravy.com) is the founder and CEO of Sales Gravy, a global leader in sales acceleration and customer experience enablement solutions. Blount is a sales acceleration specialist who advises many of the world's leading organizations and their executives on the impact of emotional intelligence and interpersonal skills on sales, leadership, customer experience, and strategic account management. He is recognized as one of the world's most influential sales and marketing leaders by Top Sales Magazine, Forbes, and Selling Power. HubSpot lists him among the highest ranked



## The Generosity Crisis

The Case for Radical Connection to Solve Humanity's Greatest Challenges

Brian Crimmins, Nathan Chappell, Michael Ashley

### Summary

Progress. It is one of the defining expectations of the modern era. But are continued improvements to the human condition assured? What would happen if the only institutions explicitly committed to feeding, healing, sheltering, educating, enlightening and nurturing our communities went away?

In *The Generosity Crisis: The Case for Radical Connection to Solve Humanity's Greatest Challenges*, authors Nathan Chappell, Brian Crimmins and Michael Ashley deliver a startling analysis of the changing nature of generosity in America and why its decline could herald the end of the modern non-profit. The demise of philanthropy is coming if we do not change course – in fewer than 50 years, we could be living in a world in which inequality has never been as stark or as dangerous.

*The Generosity Crisis* has been published with the explicit goal of inspiring a different future. In a world fractured by crises of generosity, reciprocity and love, what would it take to launch a return to humankind's inherent propensity toward interconnection?

The answer, argue Chappell, Crimmins and Ashley, lies in establishing radical connection – between us and the value-driven organizations that strive to improve life on Earth. They invite you to join an urgently needed conversation around generosity as an antidote to isolation and the requirement that technology be harnessed as the only scalable solution to reversing the generosity crisis by enabling radical connection; by inviting us to take society's most intractable problems personally.

As some of our most respected voices on corporate social responsibility, social impact, and AI's place in philanthropy, Chappell, Crimmins and Ashley bring decades of experience working with the world's most effective nonprofit and value-driven for-profit organizations – offering readers actionable insights from multiple vantage points.

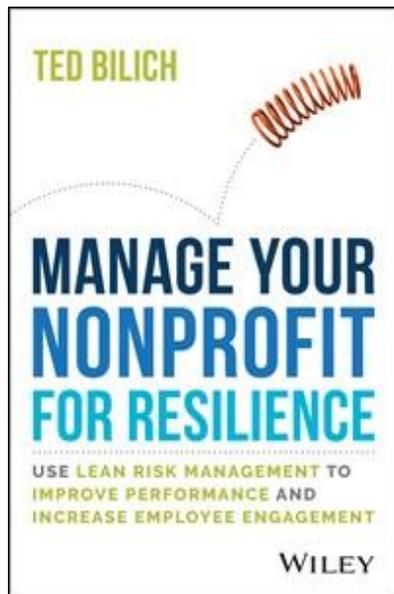
Remarkable for the breadth and depth of its analysis, this ambitious book shows us that humanity's best days may very well lie ahead; but only if we're willing to rethink everything we think we know about connection.

### Contributor Bio

Nathan Chappell (<https://www.donorsearch.net/>; Los Angeles, CA) serves as a Senior Vice President at DonorSearch Aristotle, a cutting-edge platform for donor prospect research and data. In 2019 Nathan was listed as one of the Top 100 Influencers in Philanthropy. As a thought leader, public speaker, writer, practitioner, and consultant, he is one of the world's foremost experts on the intersection between machine learning intelligence and giving. Possessing a personal vision to inspire a worldwide increase in generosity, Nathan presented the first TEDx on the topic of artificial intelligence and the future of generosity. Nathan is a frequent media resource whose work has been featured in philanthropic journals and also recognized by Fast Company via their annual World Changing Ideas awards. Brian Crimmins (<https://onehundredmea.com/>; New York, NY) is a global leader in social impact and he serves as CEO Officer for Changing Our World, a leading philanthropy and management consulting firm whose team of impact consultants affect transformative change on the global stage. He is also the creator of ONE HUNDRED, the world's first coalition of marketing agencies united for sustainable change. In addition, he is also a popular public speaker on fundraising and philanthropy. Michael Ashley is a former Disney screenwriter and the author of more than 30 books on numerous subjects. He co-authored *Own the A.I. Revolution* (McGraw Hill) which launched at the United Nations and was named by Soundview as one of 2019's top business books. Fast Company Press will be publishing his latest coauthored book, *Decoding Talent: How AI and Big Data Can Solve Your Company's People Puzzle* in Q1 of 2022.

Wiley  
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Hardcover

272 Pages



## Nonprofit Resilience

### Use Lean Risk Management to Improve Performance and Increase Employee Engagement

Ted Bilich

#### Summary

Some 78,000,000 readers in the United States work for a nonprofit or serve on a nonprofit Board of Directors. Those nonprofits are in peril: they have a tough business model even in the best of times, and the past few years have not been the best of times.

Nonprofits know they need to strive for resilience and sustainability, but they have few roadmaps for that journey. *Manage Your Nonprofit for Resilience* meets that need. The book draws on decades of work in the field by an expert in nonprofit risk management. It will feature proprietary survey research from hundreds of nonprofits and will provide a practical framework for implementing a process to identify and address threats before they become crises and opportunities before they pass the nonprofit by. In short, the book provides a blueprint for a nonprofit early warning system.

#### Contributor Bio

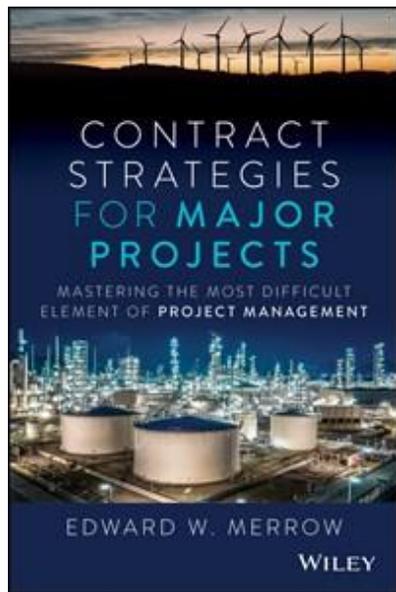
Ted Bilich (Arlington, VA; [riskalts.com](http://riskalts.com)) is the CEO of Risk Alternatives LLC, a consulting firm that works with nonprofits and entrepreneurial organizations to help them identify and address threats and opportunities, confront challenges, and put processes and systems in place to achieve their goals. Ted's mission is to build stronger communities by helping to build sustainable nonprofits and healthy, scalable small businesses. Prior to founding Risk Alternatives, Ted was a Distinguished Visiting Professor from Practice at Georgetown University Law Center. Prior to teaching, Ted served for more than 20 years with the Washington DC office of the international law firm of Jones Day. He speaks across the nation multiple times a month on risk management and has served on the boards of eight nonprofits, governmental commissions, and bar committees.

Wiley  
9781394153824  
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\$28.00  
Hardcover

240 Pages

#### Comp Titles

*No comparable titles have been specified.*



## **Contract Strategies for Major Projects: Mastering the Most Difficult Element of Project Management**

**Mastering the Most Difficult Element of Project Management**

Edward W. Merrow

### **Summary**

**Major Projects are Delayed by Months or Years, and Cost Millions More Than Budgeted, Because of Common Mistakes Made at the Contracting Stage**

Organizations that invest huge amounts of capital in major building/industrial projects almost never do the engineering and building themselves. They hire engineering and construction contractors to do it for them. Unfortunately, selecting contractors and negotiating the terms of a major project is one of the most difficult aspects of project management...and organizations waste billions of dollars and "bake in" months or years of delay by doing it wrong. Contracting is also the area of project management that is most prone to firmly held opinions unencumbered by any facts. We intend to remedy that situation with this book. Drawing on a proprietary detailed database of over 1100 major projects, the world's leading industrial engineering project consultant, Ed Merrow explains:

Key Principles of Contracting for Major Projects:

1. Owners are from Mars; contractors are from Venus
2. All the biggest risks in contracting belong to the owner
3. Contracting "games" will normally be won by contractors, not owners
4. Most risk transfer from owners to contractors is an illusion
5. Contractors do good projects well and bad projects poorly
6. Contractors may have shareholders, but they are not your shareholders!
7. Mixing different contract types with different contractors on the same project is unwise
8. Economize on the need for trust; trust only when being trustworthy has value

Merrow also explains:

- Which contract incentives work and which don't and WHY
- Which of over a dozen contracting strategies work best and which ones hardly ever work and WHY

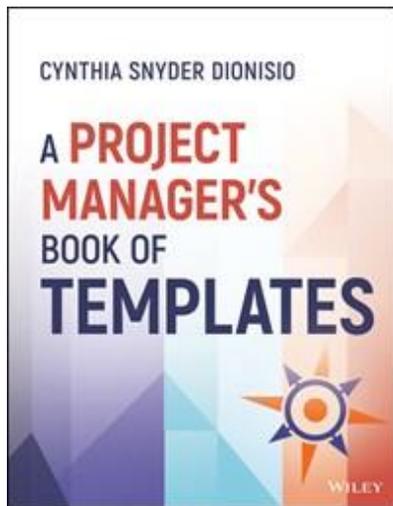
The strategic advice in this book is designed for owners and contractor project managers, team members and supply chain, executives, and other business leaders involved in major projects. It's also an indispensable resource for engineers, leaders of industrial firms, bankers, and academics studying the messy realities of the construction and engineering industries.

### **Contributor Bio**

Edward Merrow ([www. IPAGlobal.com](http://www.IPAGlobal.com); Lancaster, NH) is the founder and CEO of Independent Project Analysis, Inc., the worlds leading evaluator of billion-dollar mega-projects - massive power installations, factories, etc in the areas of renewable energy, oil, chemical, pharmaceutical, and mining. IPA benchmarks their cost, schedules, safety, start-up, and operational performance with megaprojects, and determines whether they are competitive and whether their project management practices are likely to lead to success or failure.

### **Comp Titles**

*No comparable titles have been specified.*



John Wiley & Sons  
9781119864509  
Pub Date: 22/02/2023  
\$85.00/£65.00 UK/€72.70 EU  
Paperback

256 Pages

## A Project Manager's Book of Templates

Cynthia Snyder Dionisio

### Summary

**A helpful compendium of ready-made templates for managing every project in alignment with the latest PMBOK® Guide, 7<sup>th</sup> ed.**

Project Management is a growing discipline that has seen considerable recent development. Project managers are now expected to deploy predictive and adaptive methods, and to draw upon a considerable base of knowledge in developing and formalizing project plans. The Project Management Institute (PMI) publishes the authoritative Project Management Body of knowledge (*PMBOK® Guide*), which contains the global standard for the Project Management profession.

*A Project Manager's Book of Templates* is a vital companion to the *PMBOK® Guide*, providing a comprehensive set of templates and reports that helps project managers translate the content of the Guide into practical applications. It promises to be an indispensable resource for professionals in this fast-moving field.

*A Project Manager's Book of Templates* readers will also find:

- Templates covering all types of work, such as starting, planning, project documents, logs and registers, and reports and audits.
- Templates representing all updated features of the *PMBOK® Guide*, including hybrid, adaptive and iterative practices, including Agile
- Easy, readable structure that moves project managers through the different types of work that is performed in project

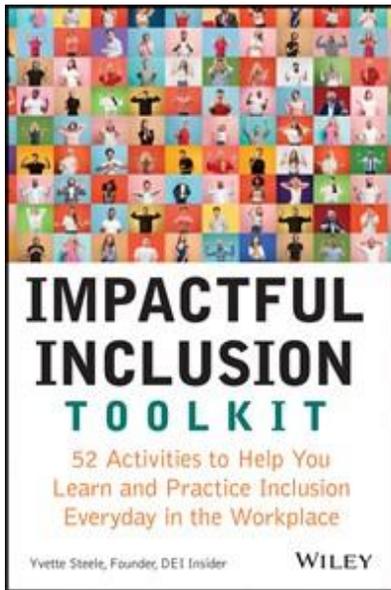
*A Project Manager's Book of Templates* is an essential companion for those preparing for the PMP Certification Exam, as well as practitioners and consultants to a range of global industries.

### Contributor Bio

CYNDI SNYDER DIONISIO, PMP (Temecula, CA) is a well-known consultant with over 25 years of experience in project management. Cyndi's passion and expertise in project management led her to work as a chair of the Project Management Institute's (PMI) PMBOK Guide - Fourth, Sixth, and Seventh Editions. Cyndi has authored six books related to project management and is the lead instructor for Wiley Efficient Learning's Project Management Professional (PMP) Exam Review Course. She is also an instructor through LinkedIn Learning with several courses on project management.

### Comp Titles

*No comparable titles have been specified.*



## **Impactful Inclusion Toolkit: 52 Activities to Help You Learn and Practice Inclusion Every Day in the Workplace**

**52 Activities to Help You Learn and Practice Inclusion Every Day in the Workplace**

Yvette Steele

### **Summary**

**Practical, hands-on strategies to increase inclusion, diversity, and equity in your workplace**

In *Impactful Inclusion Toolkit: 52 Activities to Help You Learn and Practice Inclusion Every Day in the Workplace*, accomplished diversity, equity, and inclusion (DEI) strategist and leader Yvette Steele delivers a collection of practical and hands-on exercises that encourage and promote inclusion in the workplace. The exercises emphasize the development of key inclusive behaviors, including self-knowledge, connecting with others, creating new habits, and experiencing other cultures.

In the book, you'll find:

- 52 behaviors to practice during the year that will empower you to be more inclusive in the real world
- Concrete instructions regarding *how* to become more inclusive, rather than just high-level information about inclusivity generally
- Actionable strategies to help drive change in your organization and manage the discomfort that sometimes exists around DEI issues

An effective and practical resource for anyone who wants to be more inclusive. Frontline and knowledge workers can empower themselves to drive change with weekly activities and resources. DEI and HR professionals, company founders, owners, managers, and other business leaders can better support staff on their inclusion journey. The *Impactful Inclusion Toolkit* is an essential addition to DEI strategies of any organization whether they are active or aspire to be more inclusive.

### **Contributor Bio**

Yvette Steele (Chicago, IL) is Senior Director, Member Communities, at CompTIA (Computing Technology Industry Association), a non-profit trade association, issuing professional certifications for the information technology (IT) industry. Yvette is also a strategist and thought leader in the diversity, equity, and inclusion (DEI) space, providing guidance and tools to organizations in the business of technology. She currently serves on the Tech Advisory Board Steering Committee for the National Urban League, the DEI Task force for the Chicagoland Chamber of Commerce, the Diversity, Equity, and Inclusion Advisory Committee for YMCA-USA. She was recognized on the first-ever Channel Futures DE&I 101 list - a list of individuals who are driving DEI in the technology channel through their words, actions, and leadership. Her career has been built predominantly in sales roles for technology companies, where she consistently experienced bias and discrimination. As a result, she is deeply committed to empowering marginalized groups and their allies on their journey of creating more equitable and inclusive workplaces. She holds a BS Business and Marketing.

### **Comp Titles**

*No comparable titles have been specified.*

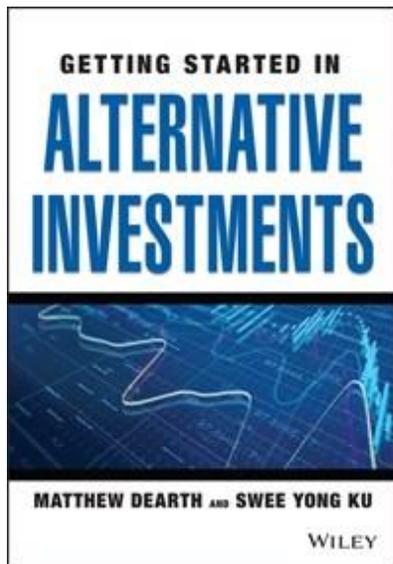
John Wiley & Sons  
9781119930204  
Pub Date: 28/02/2023  
\$35.00/£26.99 UK/€30.00 EU  
Paperback

288 Pages

# Finance & Accounting

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## Getting Started in Alternative Investments Paper

Swee Yong Ku, Matthew Dearth

### Summary

**Explore exciting alternatives to traditional securities in this eye-opening investment resource**

In *Getting Started in Alternative Investments: Understanding the World of Investment Strategies*, a team of accomplished investment and finance experts delivers a concise and robust exploration of mainstream and alternative investments. From cryptocurrencies to streetwear, you'll learn about new opportunities for investment capturing the imagination of the latest generation of investors.

In this book, the authors discuss investments as varied as catastrophe bonds and non-fungible tokens, as well as the growing influence of the ESG (Environmental, Social, and Governance) movement on different financial instruments. It also examines:

- More "traditional" alternatives to typical securities, like venture capital, private equity, and real estate-related investments
- "Modern" alternative investments, including alternative finance (e.g., peer-to-peer lending), insurance-linked securities, and impact investing
- Niche assets, such as intellectual property (e.g., royalties and patents), fractional ownership of collectibles, and income-sharing agreements

*Getting Started in Alternative Investments* is a must-read book for individual and retail investors, as well as investment and finance professionals seeking to expand their investment horizons beyond traditional stocks and bonds.

### Contributor Bio

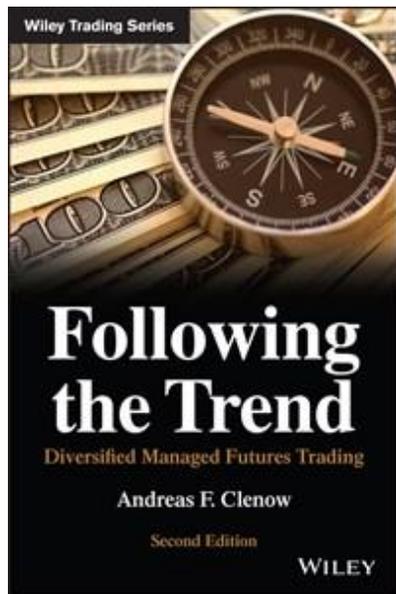
Swee Yong Ku (Singapore) is CEO of real estate management firm International Property Advisor and Co-founder of HugProperty.com. He is a Professor of Finance at Singapore Management University's Lee Kong Chian School of Business, teaching a course on Real Estate Investments and Finance. Prior to running his own practice, he was a Director in the Real Estate Centre of Expertise at Société Générale Private Banking, responsible for advising clients on real estate investments. Swee Yong has authored five books on property investment that were published by Marshall Cavendish. Matthew Dearth (Singapore) is an Adjunct Faculty of Finance at Singapore Management University where he teaches graduate-level finance courses on sustainable investing and alternative investments. He is also the founder of TRQ Advisors, a management consultancy services firm that helps clients identify and capture incremental sources of investment performance. Before founding TRQ, he was a member of the investment team and Head of Broker Relations at Marshall Wace North America LP, the US arm of multi-billion-dollar fund manager Marshall Wace. Prior to Marshall Wace, he worked at McLagan Partners and the Equities Division of Goldman Sachs as head of the Business Analysis and Strategy team. Matthew received a Bachelor's degree in Engineering from Princeton University and a MBA from the MIT Sloan School of Management.

John Wiley & Sons  
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\$27.50/£22.00 UK/€24.90 EU  
Paperback

320 Pages  
Series: Getting Started In...

### Comp Titles

*No comparable titles have been specified.*



## Following the Trend: Diversified Managed Futures Trading, Second Edition (2nd Edition)

### Diversified Managed Futures Trading

Andreas F. Clenow

#### Summary

The highly successful first edition of *Following the Trend: Diversified Managed Futures Trading* presented a systematic asset management methodology employed by the CTA industry, explaining their strategies in such a way as to enable the reader to emulate their success.

This fully updated new edition:

- Reviews whether CTA hedge funds continue to show high internal correlation and to exhibit homogeneous behavior, and explores the reasons for potential deviations.
- Explains why and how the financial markets have changed and how that has impacted everything, including the trading strategy of the CTA industry. Changes include a low and negative interest rate environment, massive inflows, the rise of quant trading firms, etc.
- Explores additional, related strategies. Combining different type of models can greatly enhance performance, and this is how the industry currently operates; such strategies are explained fully, complete with rulesets and an analysis of the value of combining such models with the core trend approach.

A popular element of the original edition details performance and attribution year by year, from 1990 to 2011. This will be retained and brought fully up-to-date, adding the years since and explaining how the markets, industry and strategy have evolved further.

*Following the Trend: Diversified Managed Futures Trading, Second Edition* is essential reading for anyone interested in the current state of the CTA industry.

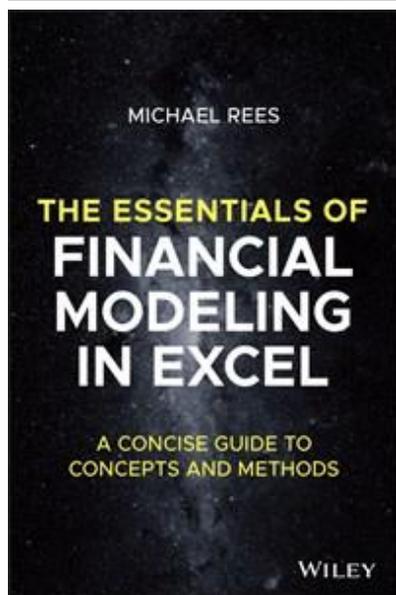
#### Contributor Bio

Andreas F. Clenow, Zurich, Switzerland started his career as an entrepreneur in the Scandinavian IT markets in the 1990s before taking up a position as head of Reuters Consulting in the Nordics. After a move to Geneva, he served as global head of equity and commodity analytics for a large financial institution before departing for the hedge fund world. In the past two decades he has been part of founding and managing multiple successful hedge fund and asset management firms and currently serves as Chief Investment Officer of ACIES Asset Management AG.

#### Comp Titles

Following the Trend	Clenow, Andreas F.	John Wiley & Sons	30/11/2012	978118410851118410858	£52.99 GBP	Hardcover	Economics, Finance, Business & Management
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No sales or stock history loaded for this organisation. If you think there should be or would like to learn how to load this data, [Click here](#).



## **The Essentials of Financial Modeling in Excel: A Concise Guide to Concepts and Methods**

**A Concise Guide to Concepts and Methods**

M Rees

### **Summary**

**A concise and practical guide to financial modeling in Excel**

In *The Essentials of Financial Modeling in Excel: A Concise Guide to Concepts and Methods*, veteran quantitative modeling and business analysis expert Dr. Michael Rees delivers a practical and hands-on introduction to financial modeling in Excel. The author offers readers a well-structured and strategic toolkit to learn modeling from scratch, focusing on the core economic concepts and the structures commonly required within Excel models.

Divided into six parts, the book discusses the use of models and the factors to consider when designing and building models so that they can be as powerful as possible, yet simple. . Readers will also find:

- The foundational structures and calculations most frequently used in modeling, including growth- and ratio-based methods, corkscrews, and waterfall analysis
- Walkthroughs of economic modeling, measurement, and evaluation, and the linking of these to the decision criteria. These include breakeven and payback analysis, compounding, discounting, calculation of returns, loan calculations, and others
- Structured approaches for modeling in corporate finance, including financial statement modeling, cash flow valuation, cost of capital, and ratio analysis
- Techniques to implement sensitivity and scenario analysis
- Core aspects of statistical analysis, including data preparation, manipulation, and integration
- The use of approximately 100 Excel functions within example modeling contexts
- Further Topics Sections, which introduce advanced aspects of many areas, in order to provide further benefit to more advanced readers, whilst presenting the truly essential topics separately. Examples of these include introductions to PowerQuery and PowerPivot, as well as advanced waterfall structures

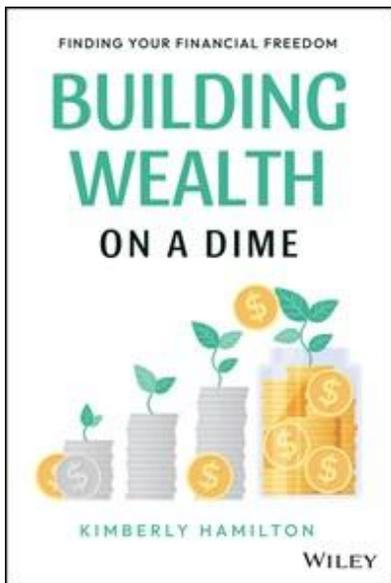
An invaluable, all-in-one blueprint for learning financial modeling in Excel, this book is ideal for beginning and intermediate financial professionals and students seeking to build and reinforce essential topics in financial modeling.

John Wiley & Sons  
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Paperback

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### **Comp Titles**

*No comparable titles have been specified.*



John Wiley & Sons  
9781119900009  
Pub Date: 14/02/2023  
\$27.95/£21.99 UK/€23.90 EU  
Hardcover

## **Building Wealth on a Dime: Finding your Financial Freedom**

**Finding your Financial Freedom**

Kimberly Hamilton

### **Summary**

**Your personal roadmap to financial freedom through small but mighty changes to your money**

**In a world where you have questions about money and Google has a million different answers, it can be hard to know how to make the most of what you have...**

**Especially if you don't have a ton of it.**

In *Building Wealth on a Dime: Finding Your Financial Freedom*, financial educator and Latina Kimberly Hamilton delivers an engaging guide for building wealth through small but powerful changes to your money – even if you're starting small. As a former student debt warrior turned homeowner, Kimberly knows this experience first-hand, but this book isn't about her. Through the financial lives of everyday moneymakers like Claire in New York, Tanya in Chicago, and Eric in Portland, Kimberly teaches you how to take control of your finances, eliminate debt, and invest for your financial future. Written in a tone that sounds more like a friend than financial advice, you'll gain the tools you need – psychological and financial – to change your mindset and achieve your own financial freedom.

In *Building Wealth on a Dime*, you'll discover how to shift your financial trajectory "on a dime" and gain confidence in your money ASAP. You'll also find:

- Efficient techniques for eliminating debt
- How to calculate and implement a guilt-free weekly spending cap
- A complete breakdown on investing for beginners, including the different types of accounts, investments, and methods you need to be strategic
- Completely legal (but rarely talked about) tax loopholes that can save you thousands
- What you need to consider when buying your first home or real estate investment

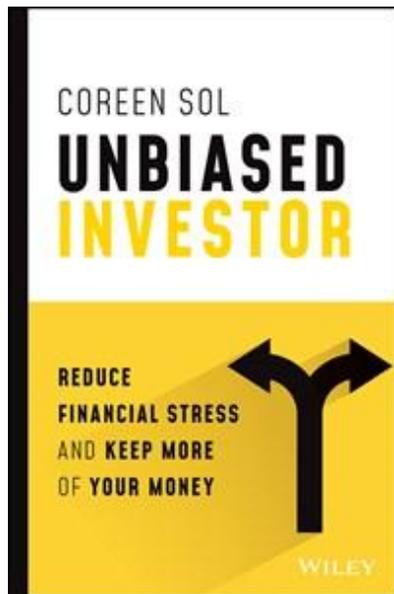
A can't-miss handbook for the everyday money maker, working professional, or soon-to-graduate, *Building Wealth on a Dime* belongs on the bookshelves of anyone seeking to improve their relationship with money and accelerate their journey to financial freedom.

### **Contributor Bio**

Kimberly Hamilton (Washington DC, US) Founder of Beworth Finance LLC, a personal finance education company, Certified Financial Education Instructor, and versatile management professional with nearly 10 years of success managing projects in the international development sector. Her expertise includes cultivating effective client relationships and conveying personal finance information in a clear and relatable manner. She has consistently received exceptional feedback on client performance assessments and other performance metrics. Hamilton has appeared on Forbes, Business Insider, and The Everygirl.

### **Comp Titles**

*No comparable titles have been specified.*



Wiley  
9781394150083  
Pub Date: 16/11/2022  
\$29.95  
Hardcover

224 Pages

## Unbiased Investor

**Reduce Financial Stress and Keep More of Your Money**

Coreen Sol

### Summary

**Make better financial choices, reduce money anxiety, and grow your wealth**

In *Unbiased Investor: Reduce Financial Stress and Keep More of Your Money*, Portfolio Manager at CIBC World Markets, Coreen Sol, delivers an inspiring and illuminating roadmap to investing success. In the book, you'll explore the behavioral and psychological roadblocks to achieving optimal results from your portfolio and the strategies you can use to overcome them. You'll learn to focus on basic economic principles—rather than harmful psychological biases—to reduce financial stress and reliably grow wealth.

The book also shows you how to:

- Recognize the decision-making shortcuts (heuristics) we use to navigate and understand the world around us
- Avoid counter-productive and ineffective risk-management strategies that decrease returns *without* mitigating risk
- Consider your own financial goals, personal preferences, and skills in the creation of a strategy to make good financial choices, consistently

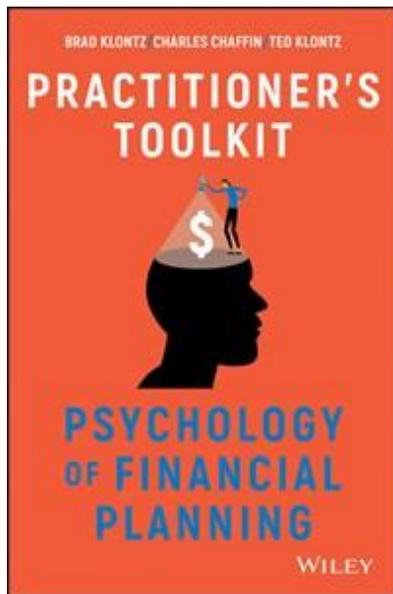
A powerful and easy-to-follow handbook for everyday investors, *Unbiased Investor* shows readers from all kinds of background the foundational, straightforward behaviors and habits we need to embrace to realize financial security.

### Contributor Bio

Coreen Sol (Vancouver, BC), CFA, is a Portfolio Manager at CIBC World Markets and a Board Member of CFA Societies Canada. Coreen has been managing investment portfolios since 1992. As a CFA, Coreen acts as a fiduciary, managing discretionary portfolios using a quantitative and behavioral approach. Coreen participates with clients on every level of their financial engagement. Coreen's passion for managing investment biases provoked her first book, *Practically Investing, Smart Investment Techniques Your Neighbour Doesn't Know* (2014). She endeavors to bring awareness to behavioral aspects of investing with her TED talk on the subject, lecturing at the University of British Columbia Okanagan, and various other writings.

### Comp Titles

*No comparable titles have been specified.*



Wiley  
 9781394153343  
 Pub Date: 08/12/2022  
 \$39.95  
 Paperback

## Psychology of Financial Planning

### Practitioner's Toolkit

Brad Klontz, Charles R. Chaffin, Ted Klontz

### Summary

#### Tools to help financial planners become more effective

*Psychology of Financial Planning: Practitioner's Toolkit* is a practical, hands-on companion resource to the authors' *Psychology of Financial Planning*. It brings assessments, reflection and exercises that helps the financial planner better understand their own biases and behaviors as well as those of their clients. *The Practitioner's Toolkit* includes exercise related to all of the learning objectives in the *Psychology of Financial Planning* that are found on the CFP® Exam.

This *Practitioner's Toolkit* offers a collection of tools designed to expand on aspects of the companion book, including assessments and exercises financial planners can use with their clients. It guides readers through the application of concepts explored in the *Psychology of Financial Planning* and encourages discussion and sharing with clients and members of planning firms.

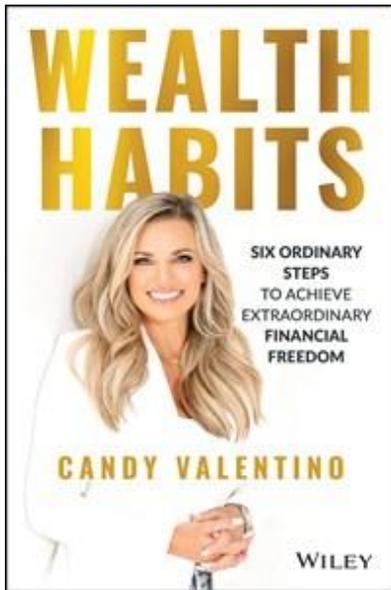
Readers will also find:

- Tools and strategies to assist the financial planner in understanding client and planner attitudes, values, and biases,
- Explorations of multicultural competence, behavioral finance, and helping client's navigate crisis events across a broad range of circumstances and financial planning clients,
- Exercises that focus on resolving common sources of money conflict, avenues to get the client to take action, client goal-setting, and principles of effective communication and facilitating change.

Designed for current and aspiring financial planning professionals and educators in financial planning across roles and business models, *The Psychology of Financial Planning: Practitioner's Toolkit* is a must-have on bookshelves of practitioners from firms large and small.

### Contributor Bio

DR. BRAD KLONTZ is an expert in financial psychology, financial planning, and applied behavioral finance. He is a clinical psychologist and a Certified Financial Planner practitioner. He is an award-winning academic and researcher but also a practicing financial planner and owner of a Registered Investment Advisor (RIA) firm, where he works directly with clients in a financial planning capacity on a daily basis. His unique background and perspective have helped make him a leading expert in financial psychology creating educational content that goes beyond just theory and can be directly applied into a real-world financial planning context. DR. CHARLES CHAFFIN'S work encompasses a broad range of fields, from educational psychology to financial planning to life in the Information Age. He served for close to 12 years as Director of Education/Academic Initiatives at CFP Board, engaging the leading financial planning educational programs and researchers within the field. His research and teaching focuses on learner cognition in a variety of formats, including various delivery methods and learning styles as well as the client behaviors and attitudes within financial planning. Most recently, he has written and spoke regarding one of the biggest issues of our time: information, most notably how we manage it, retain, and use it in all aspects of our lives. He was lead author and editor of *Client Psychology*, focusing on the biases, behaviors, and perceptions that impact client decision making and financial well-being. PAUL T (TED) KLONTZ, Ph.D., Associate Professor of Practice of Financial Psychology and Behavioral Finance at Creighton University's Heider College of Business, Founder and CEO of Klontz Consulting Group and Co-Founder and Director of the Financial Psychology Institute, is based in Nashville, TN. He has a 40+ year career



## Wealth Habits

### Six Ordinary Steps to Achieve Extraordinary Financial Freedom

Candy Valentino

#### Summary

At 19, Candy Valentino built a brick-and-mortar service business with no college, no connections, and no money—and it was bringing in millions of dollars before any of her friends had graduated college. In the 24 years since then, she's built many more businesses in product manufacturing, e-commerce, retail, and real estate investing—all with no formal business training. How? Here's the secret: not by doing anything *extraordinary*. Just by doing a lot of *ordinary things* really well.

*Wealth Habits* is not a flashy book. It's a gritty book that will teach you how to do those ordinary things well in order to create, grow, and retain wealth over time. By following the six proven steps Valentino followed in her own ascent to wealth, you can achieve sustainable, extraordinary wealth too.

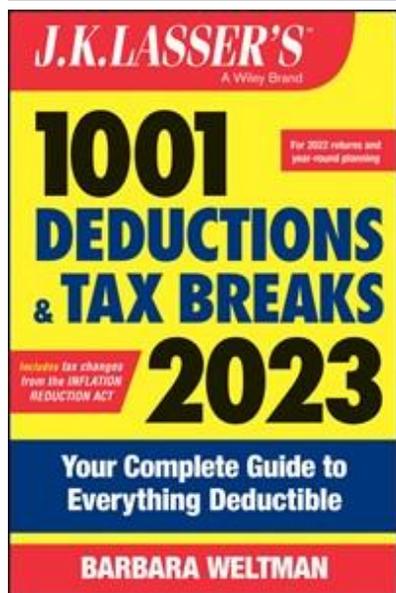
#### Contributor Bio

Candy Valentino ([candyvalentino.com](http://candyvalentino.com)) started her first successful business right out of high school and has spent the last two decades as a successful business leader, entrepreneur, and philanthropist. She has created, developed, scaled, and exited several businesses in multiple industries. She is frequently asked to consult, speak, and mentor others, so after the sale of her last company, she created Founders Organization. Through events, experiences and the unique mastermind group, FOUNDERS, Valentino is able to shorten the path of success for others while sharing the wins (and losses) that business owners experience during their first, 5th, 10th or 20th year in business.

Wiley  
9781394152292  
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\$28.00  
Hardcover  
256 Pages

#### Comp Titles

*No comparable titles have been specified.*



## J.K. Lasser's 1001 Deductions and Tax Breaks 2023 : Your Complete Guide to Everything Deductible (3rd Edition)

Your Complete Guide to Everything Deductible

Barbara Weltman

### Summary

**The comprehensive handbook for American taxpayers looking for every legal tax deduction and credit**

No one likes to pay taxes. And everyone hates paying more taxes than they need to. Yet, each year, Americans make billions of dollars in tax overpayments. In *J.K. Lasser's 1001 Deductions and Tax Breaks 2023: Your Complete Guide to Everything Deductible*, expert attorney and small business advocate Barbara Weltman delivers a thorough and carefully researched explanation of the constantly changing tax laws as they apply to ordinary, taxpaying Americans.

The latest edition of this book has been completely updated to reflect recent legislation, the latest tax court rulings, and IRS guidance, allowing readers to easily refer to relevant deductions and credits in the easy-to-follow guide. You'll find:

- Answers to the most frequently asked tax questions about deductions and credits as well as what income is tax free
- Comprehensive info on every deductible expense, including current dollar limits and record-keeping requirements
- A free e-supplement that includes the latest developments from the IRS and Congress

Perfect for taxpayers and tax preparing professionals, *1001 Deductions and Tax Breaks 2023* continues to be America's favorite go-to roadmap to claiming what is rightfully yours and keeping more of your hard-earned income.

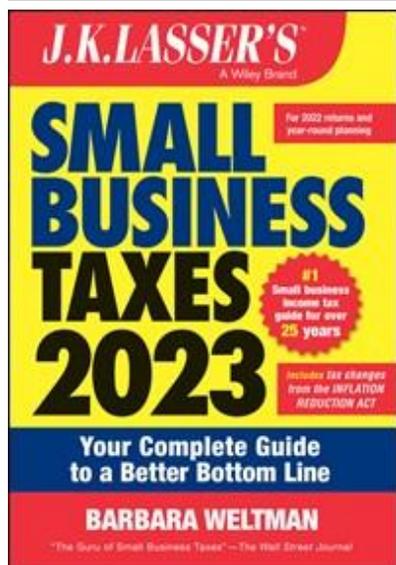
### Contributor Bio

Barbara Weltman (Vero Beach, FL), an attorney, is a nationally recognized expert in taxation for small businesses. She is president and founder of Big Ideas for Small Businesses, a company established to be the premier resource for the small business. It publishes Big Ideas for Small Business, a free monthly online newsletter providing entrepreneurs with the information on issues and concerns that matter most to the small-business community, and a daily informational tip, "Idea of the Day." Weltman is the tax and law expert for Inc.com and a contributing editor of New York Enterprise Report and PINK magazine. She serves as Staples.com's Small Business Tax Expert and blogs for various online communities, including Business.gov and SCORE. She has been quoted often in major publications, including The New York Times and Boardroom Reports. She is also featured on CNN and CNBC.

### Comp Titles

J.K. Lasser's 1001 Deductions and Tax Breaks 2022	Weltman, Barbara	John Wiley & Sons	27/12/2021	9781119838470 1119838479	£18.99 GBP	Paperback
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## J.K. Lasser's Small Business Taxes 2023: Your Complete Guide to a Better Bottom Line (2nd Edition)

Your Complete Guide to a Better Bottom Line

Barbara Weltman

### Summary

**Comprehensive guide to small business tax write-offs and strategies from a leading name in tax**

Small business owners in the US face enough challenges without overpaying tax. Despite this, millions of small businesses miss out on crucial deductions, tax credits, and tax-saving moves every year, resulting in higher-than-necessary tax bills. In *J.K. Lasser's Small Business Taxes 2023: Your Complete Guide to a Better Bottom Line*, renowned attorney and small business advocate Barbara Weltman offers a thorough and exhaustively researched roadmap to legally minimizing your tax liability and maximizing your deductions and credits.

In the book, you'll find tax facts and planning strategies that help you make business decisions in the most tax-efficient way possible. You'll also discover:

- A complete list of the business expense deductions and tax credits available to you and what you need to do to qualify for them
- Up-to-date info on current tax law and procedure, including information on the latest relevant legislation
- Guidance on avoiding tax penalties and minimizing audit risk
- A heads-up on coming changes to help you plan for next year's taxes
- Sample forms and checklists to help you get organized and help you stay tax compliant
- A free e-supplement that includes the latest developments from the IRS and Congress

A concise and plain-English guide for every small business owner in America, *Small Business Taxes 2023* is the detailed and accessible tax overview you've been waiting for.

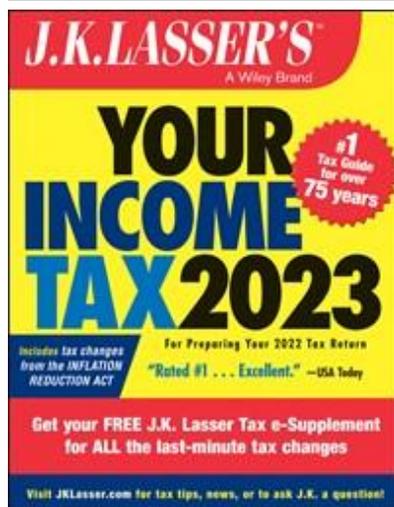
### Contributor Bio

Barbara Weltman (Vero Beach, FL), an attorney, is a nationally recognized expert in taxation for small businesses. She is president and founder of Big Ideas for Small Businesses, a company established to be the premier resource for the small business. It publishes Big Ideas for Small Business, a free monthly online newsletter providing entrepreneurs with the information on issues and concerns that matter most to the small-business community, and a daily informational tip, "Idea of the Day." Weltman is the tax and law expert for Inc.com and a contributing editor of New York Enterprise Report and PINK magazine. She serves as Staples.com's Small Business Tax Expert and blogs for various online communities, including Business.gov and SCORE. She has been quoted often in major publications, including The New York Times and Boardroom Reports. She is also featured on CNN and CNBC.

### Comp Titles

J.K. LASSER'S Small Business Taxes 2022 – Your Complete Guide to a Better Bottom Line	Weltman, Barbara	John Wiley & Sons	27/12/2021	9781119838586 1119838584	£18.99 GBP	Paperback
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## J.K. Lasser's Your Income Tax 2023: For Preparing Your 2022 Tax Return(2nd Edition)

For Preparing Your 2022 Tax Return

Lasser

### Summary

**The newest entry in America's #1 all-time, best-selling personal tax guide**

*J.K. Lasser's Your Income Tax 2023: For Preparing Your 2022 Tax Return* offers hands-on and practical advice for everyday people getting ready to file their taxes for the 2022 calendar year. You'll find info about the latest changes to the 2022 tax code, worksheets and forms you can use to file your taxes, and the most current advice on how to maximize your credits and deductions.

You'll learn how to legally keep as much money in your pocket as possible while you minimize how much Uncle Sam takes off the top. In the latest edition of this widely read and celebrated series, you'll find:

- Special features that guide you through recent Tax Court decisions and IRS rulings that govern how your deductions and credits work
- Tips and tricks on how to properly file your taxes and clever (but completely legal!) tax planning strategies that help save you money
- New information about the latest legislation from Congress and how it impacts your taxes

Trusted by Americans everywhere for over 75 years, *J.K. Lasser's Your Income Tax 2023* is the perfect book for anyone looking for the latest and most up-to-date personal tax info to help walk them through their next tax return.

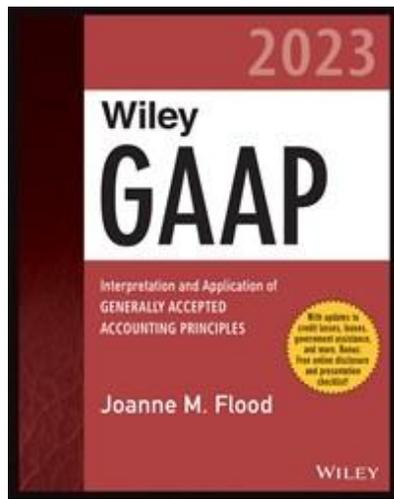
### Contributor Bio

J.K. Lasser Institute has been the premier publisher of consumer tax guides since 1939, when Jacob Kay Lasser first published *Your Income Tax*. Since then, the guide has been published continuously for over seventy-five years and read by over 39,000,000 people. The J.K. Lasser Institute also publishes personal finance books such as *Small Business Taxes* and *1001 Deductions and Tax Breaks*. J.K. Lasser Institute spokespeople are regularly sought after as media tax experts. They regularly appear on such broadcast programs as CNBC, CNN, and Bloomberg TV. They are also often featured in numerous periodicals, including *The Wall Street Journal*, *USA Today*, *Self Magazine*, *The New York Times*, *Newsweek* and *Reader's Digest*.

### Comp Titles

J.K. Lasser's Your Income Tax 2022	J.K. Lasser Institute	John Wiley & Sons	14/02/2022	9781119839217 1119839211	£18.99 GBP	Paperback
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Series: Wiley Regulatory Reporting

## Wiley GAAP 2023

### Interpretation and Application of Generally Accepted Accounting Principles

Joanne M. Flood

#### Summary

**The gold standard in US GAAP resources—fully revised to reflect the latest pronouncements**

US GAAP undergoes constant revision and review, requiring accountants and other financial practitioners to keep a close eye on updates and changes. *Wiley GAAP 2023* offers the most comprehensive coverage of all Financial Accounting Standards Board (FASB) Topics—including all the latest updates.

Every chapter offers a discussion of relevant perspectives and issues, GAAP sources, practice-oriented examples, and clear definitions of terms, concepts, and rules. Every FASB Topic is clearly explained in a reader-friendly way and includes dynamic graphics to help the reader understand and retain the nuanced subject matter.

Extensively updated to reflect all current US GAAP changes, this invaluable practice resource:

- Reviews all the latest changes to accounting principles
- Offers expert guidance on complex issues raised by specific pronouncements
- For ease of research, includes topic-specific chapters and comprehensive cross-references
- Illustrates how each standard applies to common, real-world scenarios
- Clarifies how to implement each standard with numerous practical examples

The 2023 edition includes the latest revisions to standards on credit losses, leases, derivatives, and more, plus guidance on a new FASB Codification topic on government assistance.

Non-compliance with GAAP is not an option for effective accounting and financial professionals. *Wiley GAAP 2023* is your one-stop resource for staying current with constantly evolving guidelines and delivers the insight and guidance you need.

**BONUS:** Online, downloadable Financial Statement Disclosure and Presentation Checklist, now including industry- specific disclosures!

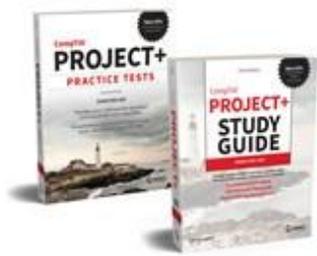
#### Contributor Bio

Joanne Flood, MBA, CPA, (Rockville Centre, NY) has accounting experience within both a Big 4 international firm and a small firm. She has worked as a senior manager in the AICPA's Professional Development group. Joanne received her MBA in Accounting Summa Cum Laude from Adelphi University. While in public accounting, she worked on major clients in retail, manufacturing, and finance and on small business clients in construction, manufacturing, and professional services. At the AICPA, she managed the development and wrote courses in the accounting and auditing product line. She also wrote and produced training materials in a wide variety of media, including print, video, and audio, and pioneered the AICPA's e-learning product line.

#### Comp Titles

Wiley GAAP 2022: Interpretation and Application of Generally Accepted Accounting Principles	Flood, J	John Wiley & Sons	02/05/2022	9781119595830 1119595835	£110.00 GBP	Paperback
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Sybex  
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EU/€67.90 DE  
Paperback

0 Pages

## **CompTIA Project+ Certification Kit: Exam PK0-005 2 nd Edition** (3rd Edition)

### **Exam PK0-005**

Kim Heldman, Brett J. Feddersen

### **Summary**

#### **STUDY, PRACTICE, REVIEW!**

Take your learning to the next level with the NEW CompTIA Project+ Certification Kit for Exam PK0-005! Includes CompTIA Project+ Study Guide, Third Edition, AND CompTIA Project+ Practice Tests, Second Edition.

#### **CompTIA Project+ Study Guide: Exam PK0-005, Third Edition**

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- Project Management Concepts
- Project Life Cycle Phases
- Tools and Documentation
- Basics of IT and Governance

#### **CompTIA Project+ Practice Tests: Exam PK0-005, Second Edition**

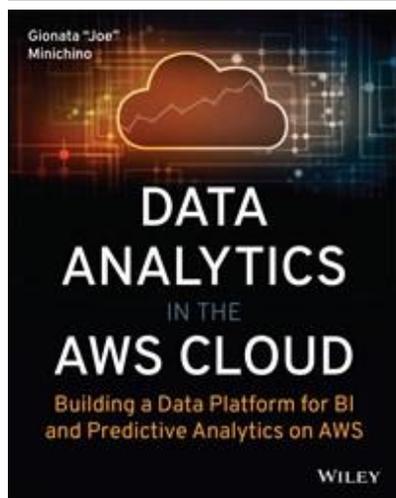
If you're preparing for this all-important exam, turn to CompTIA Project+ Practice Tests. Hundreds of unique domain-by-domain questions cover 100% of all exam objectives. Questions not only include the answers, but also give you detailed explanations, so this is an excellent resource for last-minute review to identify areas where more attention is needed. Additional practice exams help you understand the type of questions you might expect to see on the actual exam and prepare you for taking the exam with confidence. Benefits include:

- Access to all practice questions online with the Sybex interactive learning environment
- Provides expert explanations PLUS additional practice exams
- Covers 100% of all CompTIA Project+ Exam PK0-005 objective domains

You'll also get access to the Sybex interactive online learning environment and test bank that accompanies the Certification Kit, with an Assessment Test, practice exams, flashcards, and a searchable glossary of key terms. *CompTIA Project+ Certification Kit: Exam PK0-005, Second Edition*, is your all-in-one resource for understanding the job role and responsibilities of a project manager and for helping you succeed on the exam.

### **Contributor Bio**

Kim Heldman (Denver, CO), PMP, is Senior Manager, IT/Chief Information Officer for the Regional Transportation District in Denver, CO. She oversees an IT portfolio of projects ranging from those small in scope and budget to multimillion-dollar, multiyear projects. With more than 25 years of experience in information technology project management, Kim directs IT resource planning, budgeting, project prioritization, and strategic and tactical planning. Most of the real-world scenarios in this Study Guide are based on her actual experiences on the job. Visit her website at [www.kimheldman.com](http://www.kimheldman.com). Brett J. Feddersen (Boulder, CO), MPS, PMP, is a career public



Sybex  
9781119909248  
Pub Date: 28/02/2023  
\$60.00/£47.50 UK/€51.30 EU  
Paperback

400 Pages

## **Data Analytics in the AWS Cloud: Building a Data Platform for BI and Predictive Analytics on AWS**

**Building a Data Platform for BI and Predictive Analytics on AWS**

Joe Minichino

### **Summary**

**A comprehensive and accessible roadmap to performing data analytics in the AWS cloud**

In *Data Analytics in the AWS Cloud: Building a Data Platform for BI and Predictive Analytics on AWS*, accomplished software engineer and data architect Joe Minichino delivers an expert blueprint to storing, processing, analyzing data on the Amazon Web Services cloud platform. In the book, you'll explore every relevant aspect of data analytics—from data engineering to analysis, business intelligence, DevOps, and MLOps—as you discover how to integrate machine learning predictions with analytics engines and visualization tools.

You'll also find:

- Real-world use cases of AWS architectures that demystify the applications of data analytics
- Accessible introductions to data acquisition, importation, storage, visualization, and reporting
- Expert insights into serverless data engineering and how to use it to reduce overhead and costs, improve stability, and simplify maintenance

A can't-miss for data architects, analysts, engineers and technical professionals, *Data Analytics in the AWS Cloud* will also earn a place on the bookshelves of business leaders seeking a better understanding of data analytics on the AWS cloud platform.

### **Contributor Bio**

Joe Minichino (Cork, Cork County, Ireland) is Principal Software Engineer and Data Architect (Data & Analytics Team) at Teamwork, specializing in Cloud Computing, Machine/Deep Learning and AI. He focuses on Serverless/ AWS Lambda, Data Warehousing, Data Lakes, Data Analysis, Data Science, Big Data and Business Intelligence. In his current job, he designs end-to-end AWS pipelines that move large quantities of diverse data for analysis and visualization, working with technologies such as Lambda, Kinesis, DMS, Glue, Athena, Quicksight, and Sagemaker.

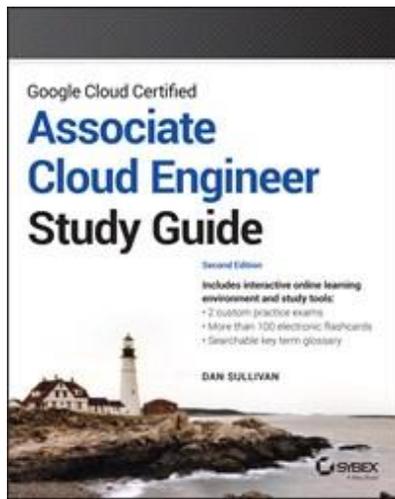
### **Comp Titles**

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# Computing & Technology

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Sybex  
9781119871446  
Pub Date: 28/02/2023  
\$55.00/£42.50 UK/€47.10 EU  
Paperback

600 Pages

## Google Cloud Certified Associate Cloud Engineer Study Guide, 2nd edition (2nd Edition)

Dan Sullivan

### Summary

**Quickly and efficiently prepare for the Google Associate Cloud Engineer certification with the proven Sybex method**

In the newly updated Second Edition of *Google Cloud Certified Associate Cloud Engineer Study Guide*, expert engineer and tech educator Dan Sullivan delivers an essential handbook for anyone preparing for the challenging Associate Cloud Engineer exam offered by Google and for those seeking to upgrade their Google Cloud engineering skillset.

The book provides readers with coverage of every domain and competency tested by the Associate Cloud Engineer exam, including how to select the right Google compute service from the wide variety of choices, how to choose the best storage option for your services, and how to implement appropriate security controls and network functionality.

This guide also offers:

- A strong emphasis on transforming readers into competent, job-ready applicants, with a focus on building skills in high demand by contemporary employers
- Concrete test-taking strategies, techniques, and tips to help readers conquer exam anxiety
- Complimentary access to a comprehensive online learning environment, complete with practice tests

A must-have resource for practicing and aspiring Google Cloud engineers, *Google Cloud Certified Associate Cloud Engineer Study Guide* allows you to prepare for this challenging certification efficiently and completely.

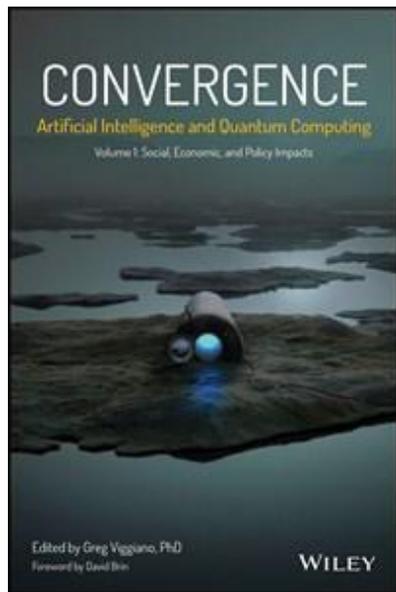
### Contributor Bio

Dan Sullivan is a Principal Engineer with PEAK6 Technologies. He is a software architect and data scientist with extensive experience in data science, machine learning, and cloud architecture. Dan is the author of the official Google Cloud study guides for the Professional Architect, Professional Data Engineer, and Associate Cloud Engineer certification exams as well as the instructor of over a dozen courses on machine learning, data science, and cloud computing on LinkedIn Learning and Udemy. He holds a Ph.D. in genetics, bioinformatics, and computational biology with a focus on infectious disease genomics.

### Comp Titles

Official Google Cloud Certified Associate Cloud Engineer Study Guide	Sullivan, Dan	Sybex	21/05/2019	9781119564416 1119564417	£37.99 GBP	Paperback
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## Convergence: Artificial Intelligence and Quantum Computing

Social, Economic, and Policy Impacts

G Viggiano

### Summary

#### Prepare for the coming convergence of AI and quantum computing

A collection of essays from 20 renowned, international authors working in industry, academia, and government, *Convergence: Artificial Intelligence and Quantum Computing* explains the impending convergence of artificial intelligence and quantum computing. A diversity of viewpoints is presented, each offering their view of this coming watershed event.

In the book, you'll discover that we're on the cusp of seeing the stuff of science fiction become reality, with huge implications for ripping up the existing social fabric, global economy, and current geopolitical order. Along with an incisive foreword by Hugo- and Nebula-award winning author David Brin, you'll also find:

- Explorations of the increasing pace of technological development
- Explanations of why seemingly unusual and surprising breakthroughs might be just around the corner
- Maps to navigate the potential minefields that await us as AI and quantum computing come together

A fascinating and thought-provoking compilation of insights from some of the leading technological voices in the world, *Convergence* convincingly argues that we should prepare for a world in which very little will remain the same and shows us how to get ready.

### Contributor Bio

Dr. Greg Viggiano (Washington, DC) is an adjunct professor at George Mason University in the Department of Physics, where he teaches graduate and undergraduate classes on new technologies and their social impacts. He is also the Executive Director for the Museum of Science Fiction in Washington, DC. In this context, he studies some of the more prophetic ideas concerning applied uses of fictional technologies. His research interests focus on new technology applications and macro social effects.

### Comp Titles

No comparable titles have been specified.

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#### Lis Fisher

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Tel +44 1243 843710  
lfisher@wiley.com

#### Diana Satturley

Team Leader – Corporate  
and Trade accounts  
Tel +44 1243 843291  
dsatturley@wiley.com

#### Holly Colgate

Supervisor – Corporate and  
Trade accounts  
hcolgate@wiley.com

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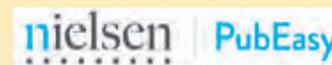
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