

The No Nonsense Guide To Accident Settlement What You Must Know To Successfully Settle Your Car Accident Claim

The No-Nonsense Guide to IslamThe No-Nonsense Guide to Global SurveillanceThe No-Nonsense Guide to Project ManagementThe No-Nonsense Guide to EqualityThe No-nonsense Guide to Archives and RecordkeepingThe No-nonsense Guide to World HistoryThe No-nonsense Guide to Teaching WritingThe No-nonsense Guide to Class, Caste & HierarchiesThe No-nonsense Guide to Sexual DiversityThe No-nonsense Guide to World PovertyThe No-nonsense Guide to Research Support and Scholarly CommunicationThe No-Nonsense Guide to DemocracyThe No-nonsense Guide to Global MediaThe No-nonsense Guide to Born-digital ContentWe're All Mad HereThe No-nonsense Guide to International MigrationThe No-nonsense Guide to Indigenous PeoplesThe No-nonsense Guide to Women's RightsThe No-nonsense Guide to Green PoliticsThe No-nonsense Guide to Climate ChangeThe No-nonsense Guide to Animal RightsIt's Our ShipThe No-nonsense Guide to GlobalizationThe No-nonsense Guide to Fair TradeThe No-nonsense Guide to Human RightsThe No-nonsense Guide to World PovertyThe No-Nonsense Guide to World HistoryThe No-Nonsense Guide to the United NationsThe No-nonsense Guide to Conflict and PeaceThe No-Nonsense Guide To Diverticulosis and DiverticulitisThe No-Nonsense Guide to ScienceThe No-nonsense Guide to International DevelopmentThe No-nonsense Guide to World FoodThe No-Nonsense Guide to Degrowth and SustainabilityThe No-nonsense Guide to ScienceThe No-nonsense Guide to Leadership, Management and Team WorkingThe No-nonsense Guide to Climate ChangeThe No-Nonsense Guide to International MigrationThe No-nonsense Guide to the Arms TradeThe No-nonsense Guide to Water

The No-Nonsense Guide to Islam

Water sustains life: without it, humans cannot survive for more than a few days. And yet this precious fluid is becoming increasingly politicized as the debates about control and ownership of water itself, and of the many organizations which govern its use, gain force. Maggie Black explores the many roles water plays in human life and, as the defense of water rights looks set to become an explosive issue, provides a clear overview on the vital issues of distribution, technology, irrigation, land use and commodification.

The No-Nonsense Guide to Global Surveillance

Shows why the promotion and protection of animal rights is more critical than ever.

The No-Nonsense Guide to Project Management

This guide unravels the global migration paradoxes, explaining the economic and social issues behind the flows of humans

The No-Nonsense Guide to Equality

Looking beyond the common perceptions and polemical debates.

The No-nonsense Guide to Archives and Recordkeeping

This invaluable guide is excellent for students, peace groups and activists. With tables, maps, case studies and quotes it looks at how conflict escalates and ways it can be prevented. It examines the changing types of war, including the War on Terror and ethnic conflict such as in Rwanda; the role of diplomacy and the UN and what steps ordinary people are taking to re-build communities. It also offers ideas and inspiration for creating lasting peace.

The No-nonsense Guide to World History

Anxiety is a crafty shapeshifter that can take on many forms: the tiger that sinks its claws in with physical symptoms and distressing thoughts, the cruel and belittling bully creating insecurity and self-doubt and, worst of all, the frenemy rewarding avoidance of social situations with no physical symptoms, no cruel thoughts and no life beyond your sofa! This no-nonsense guide to beating social anxiety covers everything from surviving university and the workplace, through to social media and making it through parties and dates (whilst actually enjoying them!) With honest insights about her own social anxiety and a healthy dose of humour, award-winning blogger Claire Eastham describes what social anxiety is, why it happens, and how you can lessen its effects with lifestyle choices, talking therapies or even a hug from your favourite canine friend!

The No-nonsense Guide to Teaching Writing

A world tour of fast food, health food, junk food, school food, slow food and even more food. It shows how 'real food' has become increasingly hard to find, dominated in the West by agri-business and supermarkets. With a history of world food production and consumption, this Guide explains current debate and controversies and introduces the principle of 'food security', fast becoming a global movement to make food provision fair, safe and nutritious for all the world's population at all times.

The No-nonsense Guide to Class, Caste & Hierarchies

A completely new book on the politics of climate change in a post-Copenhagen world.

The No-nonsense Guide to Sexual Diversity

In this No-Nonsense Guide Jerome Ravetz introduces a new way of thinking about science, moving away from simplistic ideas of perfect certainty and objectivity. The book gives a fresh look at science's history, with a guide to the key theories, and concludes with a questionnaire that enables anyone engaged in science to locate themselves in the bigger picture.

The No-nonsense Guide to World Poverty

Ball and Gready review the development of today's assumptions about human rights and introduce readers to alternative models from history and from today's human rights debate. From the material rights of citizenship to the more abstract rights of the imagination, the authors present a clear overview of today's human rights debate and prompt discussion about alternative models for the future. 'Splendid series of pocketable guides to issue politics rigorously clear.' - The Guardian

The No-nonsense Guide to Research Support and Scholarly Communication

Conveys the complexity of the UN, assesses its record, and considers options for reform.

The No-Nonsense Guide to Democracy

Globalisation has become one of the most used and encompassing words over the past decade, of undeniable influence in economics, politics and activism. Globalisation is literally all around; every aspect of life is affected by a global structure of communication and economy. This fully revised and updated guide condenses this complex subject into clear, concise commentary. It examines the debt trap, the acceleration of neoliberalism, competition for energy resources, the links between the war on terror, the arms trade and the alternatives to corporate control.

The No-nonsense Guide to Global Media

Filled with specific details and examples, this book describes the organization of a successful yearlong writing workshop for grades 3 to 8.

The No-nonsense Guide to Born-digital Content

Most people's knowledge of world history is hazy and incomplete at best. This updated No-Nonsense Guide gives a full picture, revealing the hidden histories and communities left out of conventional history books—from the civilizations of Africa, Asia, and Latin America to the history of women. The new final chapter includes material on the financial crisis and the world response to climate change. Chris Brazier is co-editor at New Internationalist. His previous books include Vietnam: The Price of Peace. He is principal writer for UNICEF's The State of the World's Children report.

We're All Mad Here

"The No Nonsense Guide to Climate Change" charts up-to-the-minute developments on climate change, explores the extent that the human race is responsible for the catastrophes and suggests what can be done to prevent them.

The No-nonsense Guide to International Migration

In the world of CCTV, email and DNA, this book shows the extent to which Big Brother is watching us.

The No-nonsense Guide to Indigenous Peoples

Green issues and politics are no longer separate entities, and as environmental issues will only become more pertinent in the future, it will dominate the political spectrum. From climate chaos to consumerism, the crisis facing human civilisation is clear. Yet the response from politicians at present is still inadequate and environmental activists focus on single campaigns rather than electoral politics. The new addition to the No-Nonsense Guides measures the rising tide of eco-activism and awareness and explains why it heralds a new political era worldwide.

The No-nonsense Guide to Women's Rights

Science is the great intellectual adventure, but can also be an instrument of profit, power, and privilege. Wrongly used, it might yet make the twenty-first century our last. To make sense of this, we need to let go of old ideas and assumptions. This No-Nonsense Guide to Science introduces a new way of thinking about science, moving away from ideas of perfect certainty and objectivity. We must accept uncertainty and ignorance in the field, as well as the need for citizens' participation in the policies involving science.

The No-nonsense Guide to Green Politics

Includes statistics.

The No-nonsense Guide to Climate Change

Building dams in India, planting trees in Burkina Faso, rescuing street children in Brazil - these are images of aid and international development with which we can all identify. However, what passes for development all too often improves life for the better off while actively hurting the very people the venture was meant to support. Maggie Black exposes the hypocrisy and reveals a more accurate picture of what is happening in development's name, arguing for a process to be put in place that truly defends the interests of poor people.

The No-nonsense Guide to Animal Rights

This book provides a 'no-nonsense' guide to project management which will enable library and information professionals to lead or take part in a wide range of projects from large-scale multi-organization complex projects through to relatively simple local ones. Barbara Allan has fully revised and updated her classic 2004 title, *Project Management*, to incorporate considerable developments during the past decade, including: the development and wide-scale acceptance of formal project management methodologies; the use of social media to communicate and disseminate information about projects and the large shift in the types of project library and information workers may be involved in. The text is supported by practical case studies drawn from a wide range of LIS organizations at local, regional, national and international levels. These examples provide an insight into good practice for the practitioner, from an individual working in a voluntary organization on an extremely limited budget, to someone involved in an international project. Content covered includes: an introduction to project management, project workers and the library and information profession; different approaches to project management, the project cycle, the people side of projects and management of change; discussion of project methodologies, project management software, open source software, collaborative working software and use of social media; project initiation, communication, analysis and project briefs; developing project infrastructure, scheduling, working out the finances and carrying out a detailed risk analysis; working in partnerships, in diverse and virtual teams, and managing change. If you are an LIS professional involved in project work of any kind, whether on a managerial, practical, academic or research level, this is an invaluable resource for you.

It's Our Ship

The only up-to-date work on the global arms trade, this book puts the global trade in weapons into the context of history. It includes recent controversial deals as well as case studies on Zimbabwe, Iraq and Darfur. Veteran human rights campaigner Nicolas Gilby exposes the cynicism, bribery and secret deals which characterise this dirty - albeit legal - business.

The No-nonsense Guide to Globalization

This book provides a straight forward and pragmatic guide to leadership, management and team working in contemporary library and information services. Contemporary managers and leaders in library and information services are working in a challenging context; dealing with multiple demands on their time, expertise and resources. This book translates theories in team work, management and leadership into practical guidance backed up with examples and case studies from current library and information workers globally. There is a focus on attitudes, values and practices that make for good leadership and management. The book covers: -analysing your environment, understanding culture and developing strategies -working in the senior team and making an impact -confident leadership and management, decision making, problem solving and managing crises -leading, managing and supervising your team, establishing working practices and conflict management -delegation, dealing with overload and evaluating outcomes -managing large and small projects and the people side of projects -innovation and management of the change process -communications, managing e-mails and text messages and effective use of social media -recruitment and selection and performance management -managing and leading complex teams including collaborative, multi-professional, partnership and virtual teams -budgeting, managing finances, tendering, crowdfunding and taking part in audits -managing work/life balance, coaching and mentoring, emotional intelligence, resilience and mindfulness. The No-Nonsense Guide to Leadership, Management and Teamwork is a book that a new or aspiring manager or team leader will use to guide them through the first few years in their new role. It will also provide guidance and support to new or aspiring directors of library services and help them to navigate their way through decision making and problem solving at senior levels. In addition, individual practitioners who are struggling to understand the management and leadership practices that they are experiencing may find that it helps them to make sense of their current environment.

The No-nonsense Guide to Fair Trade

The power and influence of the mass media grows daily, crucially affecting the way all of us see and understand each other. The No-Nonsense Guide to Global Media introduces readers to the political economy of the major mediafilm, television, radio, recording, publishing and the Internet. Peter Steven looks at the ever greater concentration of ownership and at the convergence of technologies and media functions. At the same time, he emphasizes the diversity of local media production and media around the world. The media is more than the economics of ownership and the technology of production, he

stresses; it is also audiences, in all their annoying and wonderful diversity.

The No-nonsense Guide to Human Rights

Demystifies all the colors of the sexual rainbow, tracking the campaigns for rights and equality worldwide.

The No-nonsense Guide to World Poverty

The prevailing model of endless economic growth is unsustainable. This book unpicks the idea of degrowth and explores alternative visions.

The No-Nonsense Guide to World History

Captain D. Michael Abrashoff, legendary commander of the USS Benfold, continues in the same vein of his bestselling book IT'S YOUR SHIP with the knowledge he's gained from his speaking to and advising some of the top business minds in the world. The story of Captain Abrashoff and his command of USS Benfold has become legendary inside and outside the Navy. By governing his ship with his unique management techniques, Abrashoff turned the Benfold into a model of naval efficiency, with amazing cost savings, the highest gunnery score in the Pacific Fleet, and a highly motivated and top performing crew. In IT'S YOUR SHIP, he first demonstrated how to bring his successful management techniques from the ship to the boardroom. Now, in his newest book IT'S OUR SHIP, in the same rugged, can-do voice, Abrashoff will focus on the leadership, motivational, and management insights and tips that he has learned from his last six years of addressing business and corporate audiences. Abrashoff's timely advice will be eminently prescriptive, and will feature anecdotes and insights from leaders of businesses large and small and from public and non-profit sectors.

The No-Nonsense Guide to the United Nations

This book offers a comprehensive, entry-level guide for librarians and archivists who have found themselves managing or are planning to manage born-digital content. Libraries and archives of all sizes are collecting and managing an increasing proportion of digital content. Within this body of digital content is a growing pool of 'born-digital' content: content that has been created and has often existed solely in digital form. The No-nonsense Guide to Born-digital Content explains step by step processes for developing and implementing born-digital content workflows in library and archive settings of all sizes and includes a range of case studies collected from small, medium and large institutions internationally. Coverage includes: the wide range of digital storage media and the various sources of born-digital content a guide to digital information basics

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selection, acquisition, accessioning and ingest description, preservation and access methods for designing & implementing workflows for born-digital collection processing a comprehensive glossary of common technical terms strategies and philosophies to move forward as technologies change. This book will be useful reading for LIS and archival students and professionals who are working with, or plan to work with, born digital content. It will also be of interest to museum professionals, data managers, data scientists, and records managers.

The No-nonsense Guide to Conflict and Peace

The world is wealthier than ever, yet the gap between rich and poor is getting bigger. Jeremy Seabrook summarises his celebrated work on the meaning of poverty, drawing on the experience of poor people in both rich and poor societies. He concludes that the opposite of poverty is not wealth but sufficiency. the relatively poor majority of the world's people do not aim to be rich but to be safe. Economic growth will never overcome the problems that it is largely responsible for creating. This is a call for radical thinking about the way we live.

The No-Nonsense Guide To Diverticulosis and Diverticulitis

This practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

The No-Nonsense Guide to Science

How much has life really changed for women during the last decade? Has the womens movement affected women all over

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the world? Has it changed womens relationships with men? Nikki van der Gaag answers these questions with hard, sometimes disturbing, evidence. Many women have made huge leaps forward in legal rights, political representation, employment, education, health but beneath the surface the statistics are shocking. Vivid testimonies from women and men around the world explain why, especially in this post-feminist age, womens rights are still very much an issue for men and women alike. "She has made a special effort to correct many of the misconceptions and biases related to the feminist movement, to link the liberation of women who constitute half of society to the liberation of men and to the dispossessed majority living on earth." from the introduction by Nawal El Saadawi

The No-nonsense Guide to International Development

Indigenous peoples have long suffered from exoticization. Outsiders elevate their beauty, remoteness and difference and do not see beyond this to the real problems they face. The No-Nonsense Guide to Indigenous Peoples looks beyond the exotic images, tracing the stories of different indigenous peoples from their first (and often fatal) contact with explorers and colonizers. Much of this history is told here by indigenous people themselves. They vividly describe why land and the natural world are so special to them; how it feels to be snatched from your family as a child because the government wants to "make you white"; why they are demanding that museums must return the bones of their ancestors; how can they retain their traditional culture while moving with the times; and what kinds of development are positive. This short guide discusses all this and more, raising countless issues for debate.

The No-nonsense Guide to World Food

From coffee farms in Peru and cocoa production in Ghana to jeans manufacture in China and the Banana War of Guatemala and the Caribbean, this fully revised No-Nonsense Guide tells the human story behind the products we consume. Examining the contest between 'free' and 'fair' trade around the world, David Ransom argues that the key question is not whether trade should be regulated or deregulated, but whether it is to be the master or servant of the people.

The No-Nonsense Guide to Degrowth and Sustainability

With globalization, traditional societies are being replaced by an international working class and a small minority of the global rich. In such a situation, who is to guarantee social justice?

The No-nonsense Guide to Science

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Explores how democracy has been constricted and deformed by economic power-brokers and a self-serving political class from Birmingham to Bangalore. Swift considers the different tools people in power have used to manipulate democratic principles, such as freedom, to their advantage. Includes chapter-length discussions of topics such as the economic meltdown, Barack Obama, eco-democracy, democratising the economy and democracy in the global south. It is also a guide to the rich diversity of forms of elected government full of practical advice for voters.

The No-nonsense Guide to Leadership, Management and Team Working

A wide-ranging exploration of why inequality persists and what can be done about it.

The No-nonsense Guide to Climate Change

This accessible and highly practical book provides an introductory guide to the world of research support in the academic library. Academic libraries have seen huge changes in recent years thanks to the increasing availability of information online but they are now undergoing another shift. As libraries move away from providing access to existing information and towards helping users create new knowledge there is an opportunity for them to develop new services for the research community. To do this successfully libraries need to have a knowledgeable workforce who are equipped to provide the support that researchers need. Information professionals are increasingly being asked to advise their users on issues such as open access and research data management but are often doing so with little or no formal preparation. Outlining the reasons why library staff need to develop a knowledge of research support and guiding them through the key information on each topic, *The No-nonsense Guide to Research Support and Scholarly Communication* provides an ideal primer for those who seek to work in this area or those who have acquired these responsibilities as part of a wider role. The practical nature of the book means readers can dip into it or read it from cover to cover as needed. It includes practical checklists of knowledge and skills, international case studies by practitioners from around the globe, end of chapter references, how-to sections, activities and links to freely available online training materials. The book covers: - scholarly communication, open research and the research lifecycle - research data management - open access - disseminating research - metrics and measuring impact including the Journal Impact Factor, H-Index and Altmetrics - career paths in research support - why and how library staff at all levels can get involved in the process of doing research and sharing their outputs. The book will be essential reading for academic librarians who have had research support duties added to their role with little or no formal training or those who have taken on a newly created role and are unsure of how best to use their existing skills or develop new ones suitable for a role in research support. The book will also be of interest to public librarians who may be dealing with supporting their own research communities and those who are considering taking on a career in this growing area but are unsure where to turn for guidance including students studying for postgraduate library qualifications and those who

have undertaken qualifications in publishing.

The No-Nonsense Guide to International Migration

At the turn of the new millennium, the United Nations determined that world poverty would be halved by 2015. International agencies are all committed to "poverty abatement." The International Monetary Fund and the World Bank have renamed their structural adjustment policies "poverty reduction strategies." But can this work? No, argues Jeremy Seabrook, not if we fail to understand the meaning of poverty. Drawing on testimonies from around the world, as well as on the hard facts, he challenges the assumption that wealth overcomes poverty, and demonstrates that the opposite of "poor" is not "rich" but "self-reliant." Appealing passionately for a shared sense of "sufficiency," he gives verbal snapshots of people's lives to show how poverty shifts, changes and endures in response to the growth of wealth.

The No-nonsense Guide to the Arms Trade

This guide integrates concisely the conventional narratives of history with the stories of the continents and communities of Asia, Africa and Latin America.

The No-nonsense Guide to Water

Discover Everything You Need To Know About Diverticulitis Have you recently been diagnosed with Diverticulosis or Diverticulitis? Are you looking to learn about the most common colon disorder affecting over 50% of people aged 50 and older? Or are you looking for recent preventative measures backed up by scientific research? If you're interested in learning more about this poorly understood problem, you've come to the right place. The purpose of this book is to crunch hundreds of pages worth of, sometimes conflicting, information into a jargon-free, easy-to-digest (no pun intended) 105-page manual. Every medical statement is linked to a scientific study, journal or article and are all fully referenced in the last chapter, allowing you to read the studies in full. Be warned, this book does not contain any miracle cures, just concrete information from the most up-to-date sources. The truth is, thousands of people worldwide are suffering from Diverticulitis and are unable to overcome it. Most sufferers take a doctor's word to be law and prescribe a simple concoction of painkillers and fibre, but is this enough? This book teaches you everything you need to know about Diverticulitis so you can arm yourself with the knowledge to defeat it. It also goes into a step-by-step strategy that will ease your suffering and allow you to take control of your life once again. Now With A Diet For Diverticulosis This second edition contains a list of molecules that affect diverticular disease, both positively and negatively. The ingredients with the highest concentration of these molecules are explained in simple terms, so you know exactly what to add to your shopping cart and what to avoid. 50 recipes are

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included, allowing a bespoke diet for diverticulitis, each containing large quantities of these beneficial molecules. If there's an ingredient not to your fancy, we've got you covered, feel free to look into the "Ingredients Analysis" section and swap it out for an equivalent item. Here Is A Preview Of What You'll Learn * How The Gut Works To Maximise Your Health*How To Recognize Diverticulitis*How To Avoid The Causes Of Diverticulitis*How To Spot The Symptoms*Self And Professional Diagnosis*How To Ease Your Problem Once And For All*Molecules & Ingredients Defined By How They Affect Diverticular Disease*50 Recipes Individually Categorised By How They Prevent Diverticulitis AttacksTake action right away to overcome your Diverticulitis by downloading this book, "The No-Nonsense Guide To Diverticulosis and Diverticulitis".Become more knowledgeable today!

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