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---

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---

Print Publishing / Digital Publishing / Custom Publishing

## 4 LEARNING ZONE

---

## 5 GET AHEAD OF THE CURVE WITH THESE USEFUL TOOLS

---

Free online resources / English Language Teaching / References / Dictionaries

## 6 OXFORD ADVANCED LEARNER'S DICTIONARY

---

## 7 PSYCHOLOGY

---

Clinical Psychology / Educational Psychology / Industrial and Organisational Psychology

## 17 SOCIAL SCIENCES

---

Communication and Media / Criminology / Politics / Public Administration / Research Methodology  
Social Work / Statistics

## 30 SOCIAL SCIENCES TITLES FROM OUP UK

---

## 32 AFRICA PULSE

---

## 34 INDEX

---

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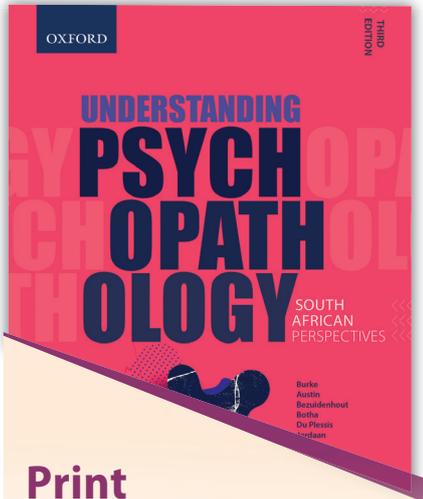
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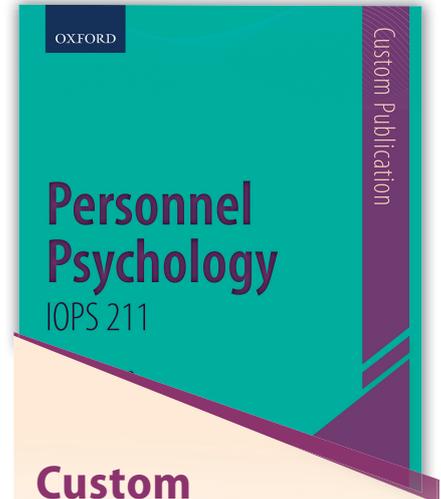


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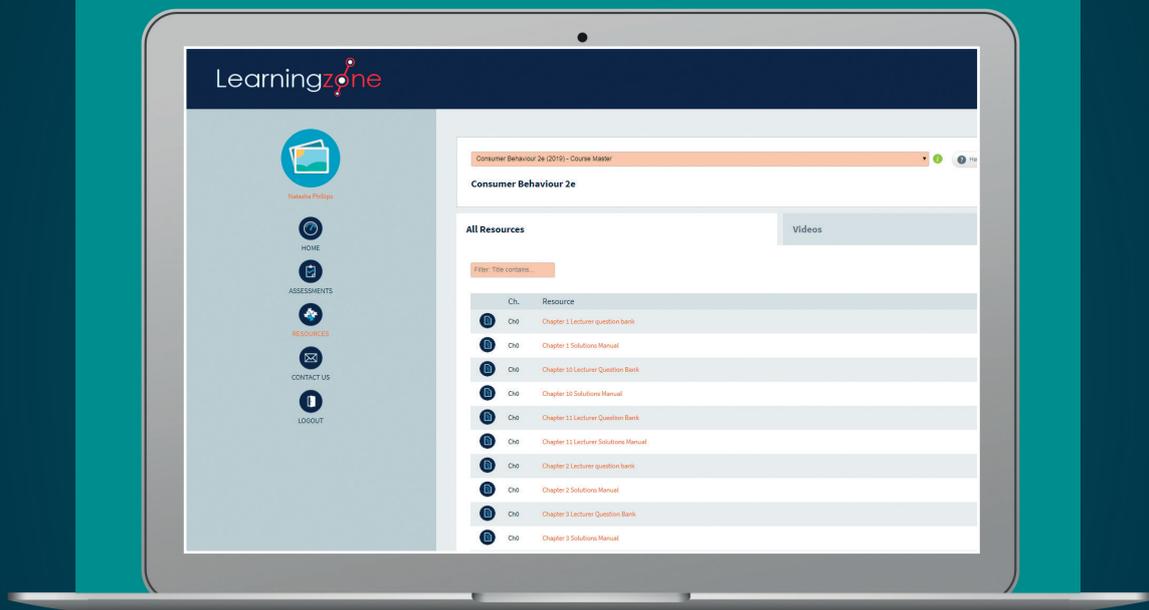
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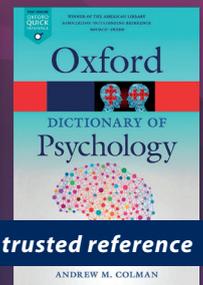
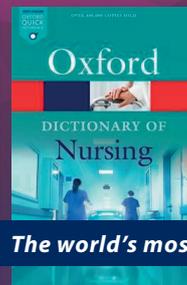
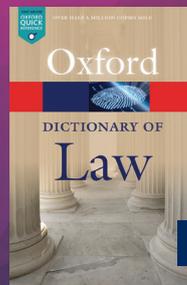
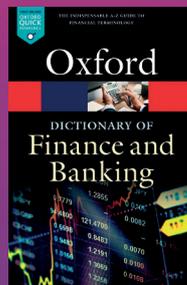
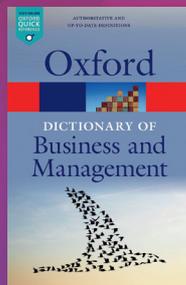


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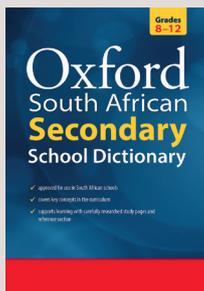


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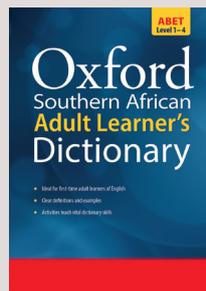
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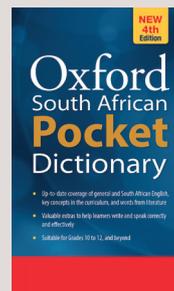
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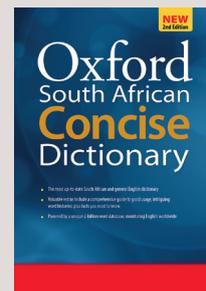
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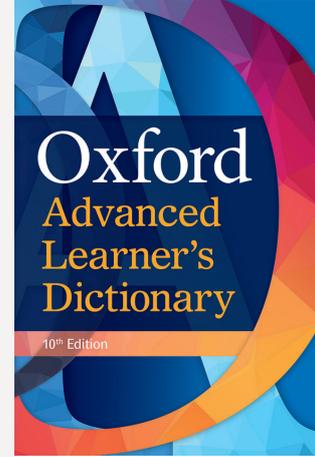


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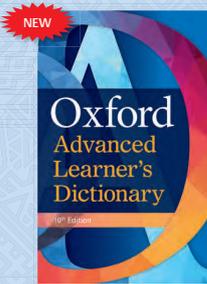
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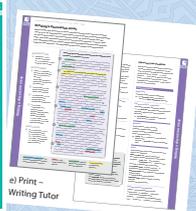
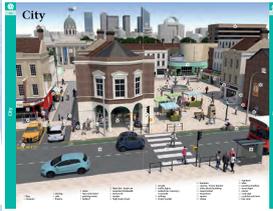
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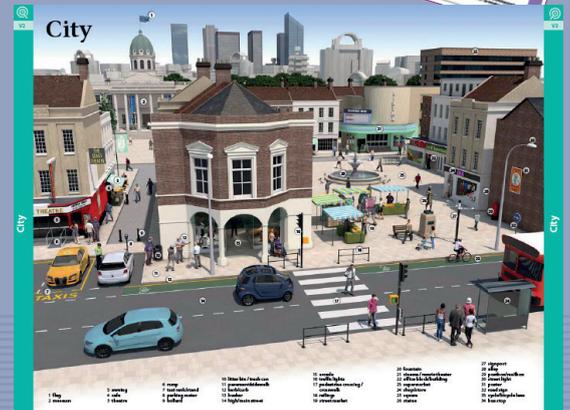
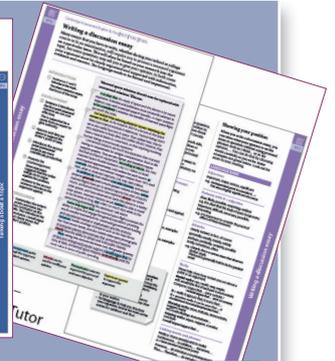
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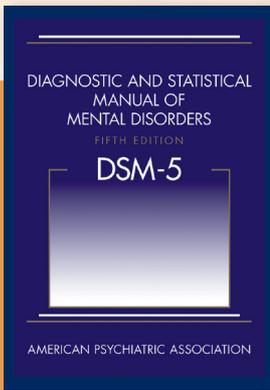
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### Diagnostic and Statistical Manual of Mental Disorders 5e



**Authors:** American Psychiatric Association

This new edition of the American Psychiatric Association's *Diagnostic and Statistical Manual of Mental Disorders (DSM-5™)*, used by clinicians and researchers to diagnose and classify mental disorders, is the product of more than 10-plus years of effort by hundreds of international experts in all aspects of mental health. Their dedication and hard work have yielded an authoritative volume that defines and classifies mental disorders in order to improve diagnoses, treatment, and research. This manual, which creates a common language for clinicians involved in the diagnosis of mental disorders, includes concise and specific criteria intended to facilitate an objective assessment of symptom presentations in a variety of clinical settings – inpatient, outpatient, Partial hospital, consultation-liaison, clinical, private practice, and primary care.

The *Diagnostic and Statistical Manual of Mental Disorders*, fifth edition, is the most comprehensive, current, and critical resource for clinical practice available to today's mental health clinicians and researchers of all orientations. The information contained in the manual is also valuable to other physicians and health professionals, including psychologists, counselors, nurses, and occupational and rehabilitation therapists, as well as social workers and forensic and legal specialists. DSM-5™ is the most definitive resource for the diagnosis and classification of mental disorders.

Clinical psychiatrists in a variety of settings, physicians and health professionals including psychologists, counselors, nurses, and occupational and rehabilitation therapists, and social workers and forensic and legal specialists.

#### Table of Contents

**Section I • DSM-5 Task Force** • APA Division of Research Staff on DSM-5 • DSM-5 Work Groups • DSM-5 Study Groups • Other DSM-5 Groups • DSM-5 Research Group • Preface • Introduction • Use of DSM-5 • Cautionary Statement for Forensic Use of DSM-5 • DSM-5 Classification • **Section II** • Chapter 2: Neurodevelopmental Disorders • Chapter 3: Schizophrenia Spectrum and Other Psychotic Disorders • Chapter 4: Bipolar and Related Disorders • Chapter 5: Depressive Disorders • Chapter 6: Anxiety Disorders • Chapter 7: Obsessive-Compulsive and Related Disorders • Chapter 8: Trauma- and Stressor-Related Disorders • Chapter 9: Dissociative Disorders • Chapter 10: Somatic Symptom and Related Disorders • Chapter 11: Feeding and Eating Disorders • Chapter 12: Elimination Disorders • Chapter 13: Sleep-Wake Disorders • Chapter 14: Sexual Dysfunctions • Chapter 15: Gender Dysphoria • Chapter 16: Disruptive, Impulse-Control, and Conduct Disorders • Chapter 17: Substance Related and Addictive Disorders • Chapter 18: Neurocognitive Disorders • Chapter 19: Personality Disorders • Chapter 20: Paraphilic • Chapter 21: Other Mental Disorders • **Section III • Introduction** • Other Conditions and Problems That May Be a Focus of Clinical Attention • Research Initiatives • Clinical References • Alphabetical Listing of DSM-5 Diagnoses and Codes (ICD-9-CM and ICD-10-CM) • Numerical Listing of DSM-5 Diagnoses and Codes (ICD-9-CM) • Numerical Listing of DSM-5 Diagnoses and Codes (ICD-10-CM) • DSM-5 Advisors and Other Contributors



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# Introduction to Psychological Assessment in the South African Context 5e

**Editors:** C Foxcroft and G Roodt

**Authors:** F Abrahams, M de Beer, G de Bruin, K de Bruin, F De Kock, C Henn, L Griessel, K Grieve, L Stroud, N Taylor, N Tredoux, and R van Eeden

*Introduction to Psychological Assessment in the South African Context 5e* is an introductory text on measuring and assessing human behaviour within a complex multicultural environment. It offers a practical guide to the development of culturally appropriate measures and the application of assessment measures, as well as the interpretation and reporting of results. The book provides advice with regard to assessing young children and disabled individuals and also discusses the various contexts in which psychological measures are used, including education, counselling, the psycho-legal domain, and research. The book features critical-thinking exercises that present students with typical assessment scenarios to develop their reasoning skills. Real-life South African examples and case studies illustrate the theory, and allow students to apply psychological assessment principles in practice.

The new edition includes African definitions of psychology in Chapter 1 and expands on the use of African examples in case studies, as well as bringing in modern test theory and research on adaptive tests. The text and case studies have been carefully updated to ensure that the content remains meaningful for students' contexts.

---

*“The book takes the reader on a structured journey to solidify the psychological assessment knowledge and its application to our South African context.”*

Justin August, Chairperson of the Psychometric Committee,  
Health Professions Council of South Africa

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## Table of Contents

**Part 1: Foundation Zone** • Chapter 1: An overview of assessment: Definition and scope • Chapter 2: Psychological assessment: A brief retrospective overview • Chapter 3: Basic measurement and statistical concepts • Chapter 4: Reliability: Basic concepts and measures • Chapter 5: Validity: Basic concepts and measures • Chapter 6: Developing a psychological measure • Chapter 7: Cross-cultural test adaptation, translation and tests in multiple languages • **Part 2: Assessment Practice Zone** • Chapter 8: The practice of psychological assessment: Controlling the use of measures, competing values, and ethical practice standards • Chapter 9: Administering psychological assessment measures • **Part 3: Types of Measures Zone** • Chapter 10: Assessment of cognitive functioning • Chapter 11: Measures of well-being • Chapter 12: Personality assessment • Chapter 13: Career-counselling assessment • Chapter 14: Computer-based and internet-delivered assessment • **Part 4: Assessment Practice Zone (2)** • Chapter 15: The use of assessment measures in various applied contexts • Chapter 16: Interpreting and reporting assessment results • Chapter 17: Factors affecting assessment results • Chapter 18: On the road to culturally meaningful psychological assessment in South Africa

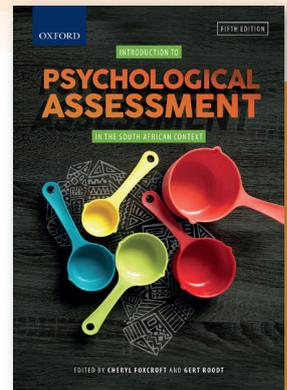
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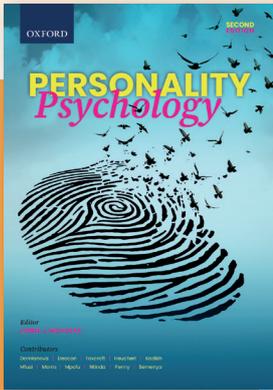
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**Editor:** LJ Nicholas

**Authors:** M Damianova, E Deacon, C Foxcroft, JP. Heuchert, Y Kadish, S Mfusi, D Morris, E Mpofu, K Ntinda, H Penny and B Semanya

*Personality Psychology* is a locally developed text introductory textbook for undergraduate students studying personality psychology as part of a psychology degree at undergraduate and may also be used at Honours level.

Fifteen chapters offer broad coverage of the range of theories prevalent in the past and present study of personality. The theoretical coverage across paradigmatic approaches is linked throughout to applied research and therapy contexts. The content is integrated to introduce cross-referential thinking across the theories, as well as to encourage students to relate personal experiences and viewpoints to their learning. These aspects are carefully conceptualised to create common features and threads throughout the text, for a consistent style and to encourage critical thinking and develop deeper understanding and engagement in this subject area.

The aim of the book is not to persuade readers of the superiority of a particular personality theory, but to employ critical thinking skills through application of the theories to their experience. Nuances and complexities of the theories arise in the text in an accessible manner through case studies and video links to classic and contemporary personality experiments.

The text explores the relevance of personality psychology to the South African context, and includes a chapter on the African cultural context of personality as well as a chapter on the South African history of personality theory.

### **New to this edition:**

- Rewritten streamlined introductory chapter, Chapter 1 What is personality psychology, providing an overview of the structure of the book and its cohesive logic.
- Chapter 2 on the South African historical context revised to introduce greater reflexivity and a more critical lens on personality theorists and their socio-cultural contexts.
- Revised chapter on African perspectives on personality psychology, including new research and a table on personality traits as viewed from the individualist, transitional and collectivist perspectives.
- New developments in personality psychology research methods including the gamification of assessment and the call to decolonise research.
- New content on brain-imaging, personality and disorders; alcoholism and borderline personality disorder; and neurotransmitters, personality, and psychological disorders in the biological basis of personality chapter.
- A section on the personality profiling of President Mandela while in prison in the personality assessment chapter.
- New developments, including the impact of Covid-19 pandemic on mental health, updated research referenced throughout the book; as well as greater (critical) reference to the development of personality psychology in South Africa in all chapters.

### **Table of Contents**

**Part 1: The context of personality psychology** • Chapter 1: What is personality psychology? • Chapter 2: A South African historical context of personality psychology • Chapter 3: African perspectives of personality psychology • Chapter 4: Research methods in personality psychology • **Part 2: Theories of Personality Psychology** • Chapter 5: Psychoanalysis and personality • Chapter 6: Neo-analytic thinkers • Chapter 7: Behavioural and learning theory perspectives of personality • Chapter 8: Cognitive-based theories of personality • Chapter 9: A humanistic-phenomenological view of personality psychology • Chapter 10: Personality trait psychology • Chapter 11: Evolutionary psychology and personality • Chapter 12: Biological basis of personality • **Part 3: The practice of personality psychology** • Chapter 13: Neuropsychological correlates of personality • Chapter 14: Personality assessment • Chapter 15: Personality and psychotherapy



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## Psychology: An introduction 5e

**Editors:** C de la Ray, N Duncan, M Makhubela, V O'Neill, L Swartz and L Townsend

*Psychology: An Introduction* is a comprehensive psychology textbook aimed at first-year students, covering all core areas of the undergraduate syllabus. It provides a South African context to the study of Psychology, helping students make connections between psychological concepts and the reality of their own lives. The fifth edition engages more reflectively on the discipline, ensuring that Africa and South Africa remain the point of departure and African perspectives are valorised. This contributes to the development of a more inclusive discipline, a Psychology for African contexts.

Interest is engaged through narrative introductions, research findings and relevant case studies, giving students the tools to develop their own ideas and to engage critically with the content.

*Psychology: An introduction* provides an excellent foundation for students pursuing careers in diverse fields, such as health, education, business, and social development.

### New to this edition:

- A greater focus on developing a decolonial and African-centred Psychology discipline; thus supporting universities with the transformation of curricula.
- More South African research from South African and African and international journals.
- More South African content, especially in the introductory chapters regarding the history of psychology in South Africa and an African worldview.
- References and referenced content updated to reflect latest research in Psychology.
- Addition of video exercises to the lecturer and student resources

### Table of Contents

**Part 1 Introduction to psychology** • Chapter 1: Finding out about people • Chapter 2: Research methods in psychology • **Part 2 Developmental psychology** • Chapter 3: Early and middle childhood • Chapter 4: Adolescence, adulthood and ageing • **Part 3 Personality** • Chapter 5: Theories of personality • Chapter 6: Personality assessment • **Part 4 Brain and behaviour** • Chapter 7: Biological psychology and neuropsychology • Chapter 8: Sensation and perception • **Part 5 Cognitive psychology** • Chapter 9: Learning and conditioning • Chapter 10: Motivation and emotion • Chapter 11: Thinking • Chapter 12: Attention • Chapter 13: Memory • Chapter 14: Language • Chapter 15: Intelligence • **Part 6 Social psychology** • Chapter 16: Interpersonal attraction • Chapter 17: Group concepts • Chapter 18: Poverty and ethnicity • Chapter 19: Sex, gender and sexuality • Chapter 20: Violence, traumatic stress, peacemaking and peacebuilding • **Part 7 Psychology and health** • Chapter 21: Risk behaviour and stress • Chapter 22: Substance abuse and psychopharmacology • Chapter 23: Nutrition, HIV/Aids, TB and parasites • **Part 8 Mental health** • Chapter 24: Psychopathology • Chapter 25: Psychotherapies • Chapter 26: Community mental health • **Part 9 Organisational psychology** • Chapter 27: Organisational psychology • **Part 10 African and Eastern psychologies** • Chapter 28: African and Eastern psychologies

### Lecturer resources

- PowerPoint slides
- Lecturer test bank comprising short and long answer questions.

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

### Student resources

- Interactive self-assessment questions, of which there are between 80 and 90 questions per chapter.
- Online video exercises related to key topics in the book

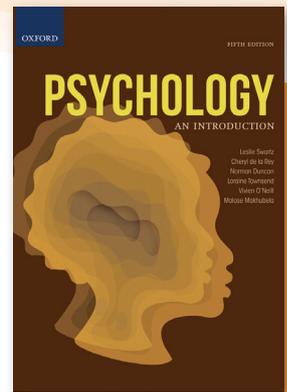
## Understanding Psychopathology: South African Perspectives 3e

**Authors:** A Burke, T-L Austin, C Bezuidenhout, K Botha, E du Plessis, E Jordaan, M Lake, K Makhafula, M Makhubela, M Moletsane, J Nel, B Pillay, D Stein, G Ure, B von Krosigk and A Vorster

*Understanding Psychopathology: South African Perspectives 3e* provides a solid introduction to the study of mental disorders that incorporates socio-cultural, psychological and biomedical dimensions. It refers to criteria from both the *Diagnostic and Statistical Manual of Mental Disorders (DSM-5)* and the *International Classification of Diseases (ICD-10)* to describe and define mental disorders. It also looks at the ICD-11, and how this new version has been harmonised with the DSM-5.

The third edition of this book, previously published as *Abnormal Psychology* revised second edition, presents South African debates and data to ensure that it is relevant to the local context. In addition, research from the rest of Africa has been integrated into the book to show how other countries in our region are grappling with topical issues.

This book is aimed at second- and third-year students following courses in Psychopathology or Abnormal Psychology as part of a Bachelor of Arts or Bachelor of Social Sciences degree at Universities. It has been written by academics and practitioners from across South Africa.



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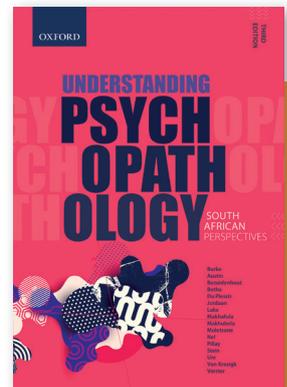
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### New to this edition:

Changes from the second revised edition include the structuring of the book into Part 1 and Part 2.

The changes to the chapters in Part 1 include:

- the addition of the addition of the 2018 'release' of the ICD–11
- the inclusion of a political lens and a religious lens on mental illness
- engagement with topical issues that have brought about the declassification of certain conditions as mental health disorders.

The changes to the chapters in Part 2 include:

- the inclusion of an engaging personal history caselet at the start of each chapter
- diagrams that show the sub-categories of the DSM-5, ICD-10 and ICD-11, which allow these systems to be examined and compared
- recent South African and African research on particular mental disorders.

### Table of Contents

**Part 1: The big picture** • Chapter 1: Origins and causes of psychopathology • Chapter 2: Describing and classifying abnormal behaviour • Chapter 3: Psychological assessment and psycho-diagnostics • Chapter 4: Abnormal • psychology from a mental wellness perspective • Chapter 5: Legal and ethical issues in mental disorders • **Part 2: A closer look** • Chapter 6: Anxiety, obsessive-compulsive, and trauma-related disorders • Chapter 7: Mood disorders • Chapter 8: Schizophrenia spectrum and other psychotic disorders • Chapter 9: Neurocognitive disorders • Chapter 10: Dissociative, somatoform, and related disorders • Chapter 11: Conditions related to sexual health and paraphilic disorders • Chapter 12: Substance-related and addictive disorders • Chapter 13: Eating and feeding disorders • Chapter 14: Personality disorders • Chapter 15: Neurodevelopmental and other childhood disorders

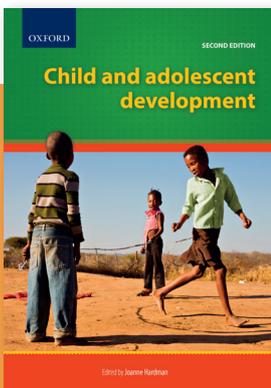
#### Lecturer resources

- PowerPoint® slides
- Question bank

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Online quizzes arranged per chapter
- Afrikaans translation of the end-of-book glossary



## EDUCATIONAL PSYCHOLOGY

### Child and adolescent development 2e

**Editor:** J Hardman

*Child and adolescent development 2e* introduces students to the psychological aspects of a child's development with specific application to the South African environment featuring local case studies and examples, as well as South African research. The South African framework embeds concepts in a familiar context, while well-developed pedagogical features facilitate independent learning. An excellent ancillary materials package supports lecturers and provides additional enrichment for students. This book is aimed at B.Ed and BA Psychology students taking child development modules.

### New to this edition:

- Chapter 2: Theories of development includes extended information on emotion and learning, and a case study on giftedness
- Two new chapters on teaching and learning have been included in the second edition
- Certain chapters include new boxed features on developmental psychopathology, highlighting disorders that occur during certain developmental stages.

“*[The opening case studies] attract interest and are good for showing how theoretical concepts can be practically applied. [Although the book covers standard content for this audience], the difference is the contextualisation of developmental theory within a socio-cultural approach by providing South African examples.*”

Associate Professor K Cockroft,  
University of Witwatersrand: Psychology

### Table of Contents

**Part 1: Theoretical approach** • Chapter 1: An introduction to developmental psychology • Chapter 2: Theories of development • **Part 2: Stages of development** • Chapter 3: Prenatal • Chapter 4: Infancy • Chapter 5: Early



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childhood • Chapter 6: Middle childhood • Chapter 7: Adolescence • **Part 3: Contemporary theories and implications for learning and teaching** • Chapter 8: A theory of Structural Cognitive Modifiability • Chapter 9: Cultural-Historical Activity Theory • **Part 4: Contextualising contemporary themes in childhood development** • Chapter 10: Career development in children • Chapter 11: Health barriers that impede childhood development

#### Lecturer resources

- Powerpoint® slides
  - Teaching Plan
  - Solutions manual
  - Links to relevant OERs for each chapter
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

## Educational Psychology in Social Context: Ecosystemic applications in southern Africa 6e

**Authors:** D Donald, J Hardman, S Lazarus and N Moolla

*Educational Psychology in Social Context: Ecosystemic applications in southern Africa* is a tried-and-tested textbook which applies educational psychology – and, specifically, a unifying ecosystemic framework – to aid teachers and other educators to enhance the learning experience of students in a developing society.

Bronfenbrenner's ecological systems theory is used as a guiding framework for understanding child development and the environmental barriers to learning children face and for developing practical guidelines on, for example, how to accommodate different learning needs and styles in an inclusive classroom setting.

In this sixth edition, the book is relevant to both undergraduate and post-graduate study in either pre-service or in-service teacher education. It can be used for courses in educational psychology in programmes such as BEd, BEd (Hons) and PGCE, and also as a handbook for teachers in the field.

#### Key Features:

- Additional diagrams, local quotations and glossary items alongside the text which explain specialist and complex terms and concepts
- Specially designed questions which encourage readers to apply theoretical perspectives and principles of intervention in their own social context
- Activities which encourage practical application, and analysis and consolidation of concepts
- Practical tasks that can be set as individual or group assignments
- A learner-centred approach which challenges readers to reflect and construct their own understandings

#### New to this edition:

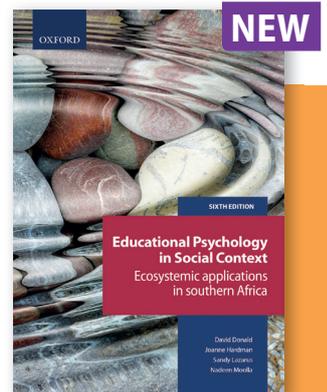
- Updated references throughout the book as well as updated case examples
- New chapter on the neuroscience of education and schooling, which covers the basics of brain development and neuroplasticity
- New content on discipline, cyberbullying and an African perspective on the field of psychology

“... integral to teacher preparation and transformational teacher practice ...”

Prof L Theron,  
North-West University

#### Table of contents:

**Part I: Overview** • Chapter 1: Aims of the book, and how best to use it • Chapter 2: Quality education for all • **Part II: Theoretical framework** • Chapter 3: An ecosystemic perspective • Chapter 4: Positive psychology • Chapter 5: Understanding human development • Chapter 6: Neuroscience and education • Chapter 7: Constructivism and learning • **Part III: Developing inclusive learning environments** • Chapter 8: Developing inclusive school and classroom environments • **Part IV: Contextual disadvantages in education** • Chapter 9: Contextual disadvantages: conceptual framework • Chapter 10: Specific issues of contextual disadvantages • **Part V: Social problems:** Conceptual framework • Chapter 11: Social problems: conceptual framework • Chapter 12: Substance abuse and violence • Chapter 13: Sexuality and associated social problems • **Part VI: Disabilities and learning difficulties** • Chapter 14: Disabilities and learning difficulties: conceptual framework • Chapter 15: Disabilities • Chapter 16: Learning, emotional and behavioural difficulties



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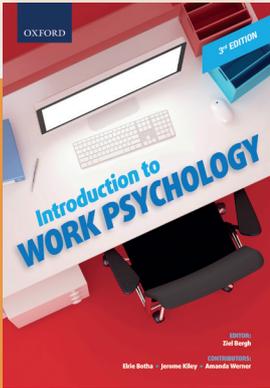


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## INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY



### Introduction to Work Psychology 3e

**Editor:** Z Bergh

**Authors:** E Botha, J Kiley and A Werner

How does psychological theory help you to understand, shape and influence work behaviour and relationships? How does workplace learning take place? How do you assess workplace values and attitudes? *Introduction to Work Psychology 3e* features the practical application of theory using relevant workplace examples. The textbook examines industrial and organisational psychology within the context of the South African business environment. Its strength lies in a sound balance between the discussion of psychology, industrial psychology and human resource management.

The content is written in an accessible, academic style, with a focus on African perspectives, examples and indigenous knowledge systems. Each chapter includes learning objectives; boxed features that illustrate the theory within each chapter; self-assessment tasks for students to measure their progress, and a summary and reflection section that highlights the implications of the theory in practice

*Introduction to Work Psychology 3e* is suitable for first-year students of industrial psychology at universities, and first-year students of personnel management at universities of technology. The textbook is also very accessible and suitable for service courses, for example nursing.

#### New to this edition:

- Greater focus on the rapidly changing work environment and the effect that both internal and external factors have on employees' psyche.
- Greater focus on the concept of Africanisation and how this impact on the I-O Psychology landscape – both within organisations as well as the broader environment.
- Discussions regarding the role of the Fourth Industrial Revolution in terms of digital economy, automatisisation and new socio-politico-economic factors.
- Updated information on changes to legislation.
- Updated examples and case studies.

#### Table of Contents

Chapter 1: Introduction to psychology and industrial and organisational psychology • Chapter 2: Frameworks for thought and practice in I-O psychology • Chapter 3: Biology in work behaviour • Chapter 4: Human and career development across the lifespan • Chapter 5: Sensory and perceptual processes in work behaviour • Chapter 6: Cognitive processes • Chapter 7: Workplace learning • Chapter 8: Workplace motivation and emotion • Chapter 9: Social processes in the workplace • Chapter 10: Work-related attitudes and values • Chapter 11: Psychological well-being and maladjustment at work • Chapter 12: Psychological assessment and research in the work context

#### Lecturer resources

- PowerPoint slides
- Lecturer question bank
- Case study bank

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Self-assessment questions
- Glossary translated into Afrikaans and isiXhosa



### Organisational Behaviour 2e

**Editors:** A Moerdyk

**Authors:** W Chinyamurindi, N Dodd, F Donald, G Freedman, J Kiley, L van Hoek

*Organisational Behaviour 2e* is an introductory-level textbook which covers the basic theoretical foundations of individual, group and organisational behaviour. Current and up-to-date thinking is contextualised within management themes, including ethics, communication, negotiation and decision-making.

Examples, case studies, reflection features, ethics features, and experiential exercises ensure that students have ample opportunity to apply the theory within a South African context.

The textbook offers comprehensive coverage for senior undergraduate students who are studying organisational behaviour as part of a degree or diploma at a university of technology or university.



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### New to this edition:

- Greater focus on BBBEE policies and how they shape organisations for the future
- Greater focus on how future studies, technology, artificial intelligence and other trends will impact organisational behaviour.
- More South African examples with a greater discussion of the organisational landscape in South Africa.
- New chapter on organisational behaviour in the future.
- Greater focus on the Fourth Industrial Revolution

### Table of Contents

Chapter 1: An introduction: What is organisational behaviour? • Chapter 2: Values, attitudes, and beliefs • Chapter 3: Personality and generational differences in the workplace • Chapter 4: Motivation and satisfaction • Chapter 5: Groups and teams • Chapter 6: Communication • Chapter 7: Power and organisational politics • Chapter 8: Leadership • Chapter 9: Organisational structure and culture • Chapter 10: Change and innovation • Chapter 11: Sustainability • Chapter 12: Organisational behaviour in the future

#### Lecturer resources

- PowerPoint slides
- Teaching Plan
- Case study bank
- Question bank

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Interactive question bank

## Personnel Psychology: An Applied Perspective 3e

**Editors:** E Botha, M Coetzee and L de Beer

**Authors:** A Barnard, J Botha, M Bussin, A Deas, J Kiley, M Kirsten, E Nel, H Roythorne-Jacobs, C Tebele, S van der Westhuizen and X van Lill

How should you create a systematic learning programme in your organisation? How is research relevant to the employment process? What does job enrichment entail and how can it benefit the employee and the organisation? *Personnel Psychology: An Applied Perspective 3e* focuses on the connections between psychological theory and human resource management in South Africa. Personnel psychology deals with the psychological factors that drive and affect individuals in the workplace.

The textbook covers the main areas of human resource management activity, utilised to achieve organisational objectives, and analyses of how these activities might be carried out by managers.

This text is aimed at senior undergraduate students studying industrial and organisational psychology, personnel psychology, or human resource management.

### New to this edition:

- Content on ethics have been added to relevant chapters.
- Greater focus on the changing nature of work, for example virtual work environments.
- Greater focus on talent management and performance management.
- New chapter on employee wellness included.
- Updated examples and case studies.

### Table of Contents

**Part 1 Introduction to personnel psychology** • Chapter 1: Introduction: Personnel psychology in context • Chapter 2: Research methods in personnel psychology • **Part 2 Personnel employment** • Chapter 3: Introduction: The employment context and human resource planning • Chapter 4: Job analysis and criterion development • Chapter 5: Psychological assessment: Predictors of human behaviour • Chapter 6: Recruitment and selection • **Part 3 Personnel retention** • Chapter 7: Introduction: Psychology of personnel retention • Chapter 8: Reward and remuneration • Chapter 9: Performance management and evaluation • Chapter 10: Training and development • Chapter 11: Talent and career management • Chapter 12: Employee wellness • Chapter 13: Employment relations

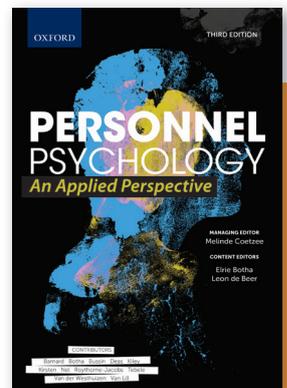
#### Lecturer resources

- PowerPoint slides
- Lecturer question bank

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Self-assessment question bank



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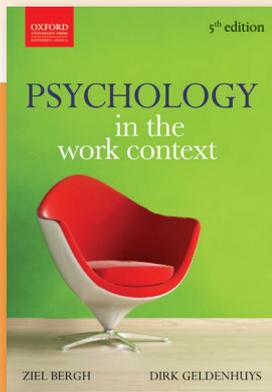
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## Psychology in the work context 5e

**Editors:** ZC Bergh and DJ Geldenhuys

**Authors:** J Kiley, L Louw, M May, C Tebile, L Ungerer, T Veldsman and A Werner

How do you gain an understanding of workplace conflict? Why is training and development important in a successful organisation? What approaches could you use to motivate people in the work situation?

*Psychology in the work context* provides students with a solid, comprehensive foundation to analyse issues in the workplace and to better understand work behaviour. The textbook is written in clear, accessible language and provides students with work-related examples and applications that are relevant to the South African context.

This book is written for undergraduate students studying industrial and organisational psychology as part of a degree or diploma.

### New to this edition:

- New case studies on issues such as the biology of thinking and problem solving, and how organisations can avoid workplace violence, which will enhance the reader's understanding of the key concepts
- Revised ethical readers and critical thinking boxes which ensure that current topics in the industrial psychology field are covered
- Self-assessment features to test the student's knowledge and understanding of key concepts
- Questions for discussion and practice that help to relate the theory to real-world experience and preparing students for the working environment.

### Table of Contents

**Part 1 Study fields and thinking frameworks in industrial and organisational psychology** • Chapter 1: Fields of study/practice areas in psychology, and industrial (I-O) and organisational psychology • Chapter 2: Exploring the metatheory of industrial and organisational psychology • **Part 2 Individual behavioural processes** • Chapter 3: The biological basis of behaviour • Chapter 4: Human development across the lifespan • Chapter 5: Learning • Chapter 6: Perception • Chapter 7: Cognition • Chapter 8: Motivation and emotion • **Part 3 Social behaviour and processes** • Chapter 9: Attitudes and values • Chapter 10: Prosocial behaviours, aggression and conflict • Chapter 11: Group behaviour and other social processes in organisations • Chapter 12: Leadership and entrepreneurial behaviour • **Part 4 Personality in the work context** • Chapter 13: The nature of personality and fundamental assumptions in personality study • Chapter 14: Personality in unconscious processes • Chapter 15: Personality by learning • Chapter 16: Personality recognised in traits • Chapter 17: Personality through self-experiences • Chapter 18: Personality through cognitive constructions • **Part 5 Employee and organisational well-being** • Chapter 19: Psychological well-being • Chapter 20: Psychological disorders and work dysfunctions • **Part 6 Psychological methodologies** • Chapter 21: Assessment of personality and individual differences • Chapter 22: Research and other methods in psychology

### Lecturer resources

- Teaching Plan
- PowerPoint® slides
- Question Bank with solutions

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)



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# SOCIAL SCIENCES

## COMMUNICATION AND MEDIA

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- 18** Introduction to Scholarship: Building Academic Skills for Tertiary Study 2e
- 18** Business Communication 2e
- 19** English for academic purposes
- 20** Handbook of Public Relations 11e
- 20** Media Studies: Critical African and Decolonial Approaches
- 21** Strategic Communication: South African Perspectives

## CRIMINOLOGY

---

- 21** Contemporary Criminology in Practice in South Africa

## POLITICS

---

- 22** South African Politics: An Introduction 2e

## PUBLIC ADMINISTRATION

---

- 22** A Practical Introduction to Public Management
- 23** Leadership
- 23** Public Administration and Management in South Africa: A Developmental Perspective
- 24** South African Governance

## RESEARCH METHODOLOGY

---

- 25** Research Methodology: Business and Management Contexts 2e
- 25** The Practice of Social Research

## SOCIAL WORK

---

- 26** Introduction to Social Work in the South African context
- 27** Person-Centred Facilitation: Process, Theory and Practice 4e
- 27** Social Welfare and Social Development 2e
- 28** Theories for decolonial social work practice in South Africa
- 28** The Political Economy of Social Welfare Policy in Africa: Transforming Policy through Practice

## STATISTICS

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- 29** Statistics for the Social Sciences using Excel®: A first course for South African students

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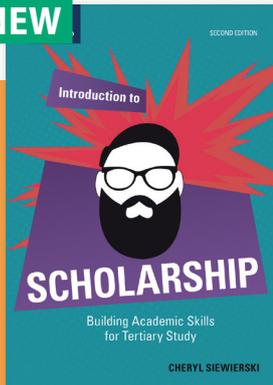
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- 30** The Globalization of World Politics 2e

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## COMMUNICATION AND MEDIA

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### Introduction to Scholarship: Building Academic Skills for Tertiary Study 2e

**Author:** C Siewierski

*Introduction to Scholarship: Building Academic Skills for Tertiary Study 2e* offers a practical approach to developing the basic academic and critical-thinking skills required to succeed in the tertiary environment. It focuses on a broad range of cognitive skills for the foundation of university preparation.

The textbook assumes a generic, relatable and practical 'coached' approach to the theory and practice of academic skills and thinking. Each chapter begins with a relevant and familiar educational/life scenario that South African students will be able to relate to, after which each short section features basic theory and then practice opportunities. A variety of reading, writing and language-based developmental activities improve students' language skills and familiarity with academic English. The tone is humorous and collegial, which will encourage students to be co-creators in their learning.

This book is suitable for students taking first-year courses such as Academic Literacy or Introduction to Scholarship at universities and colleges.

Features of each chapter include:

- A scenario or case study relevant to the problems discussed in the chapter
- Margin glosses of difficult or new vocabulary
- Short explanations of theory and examples, followed by practical, guided activities
- A range of response and comprehension questions, as well as more challenging higher-order cognitive questions
- Links to practical activities and assessments on Learning Zone.

**New to this edition:**

- Chapter 5: Digital literacy
- New section on critical listening for lectures in Chapter 13: Examination skills
- More margin notes to aid students with grasping academic concepts
- Streamlining of icons representing activities or cross-referencing online supplementary content

*"This is the ultimate 'bridging module' that prepares students for reading, writing, thinking and analysing in university environments."*

*Prof. Jonathan Jansen,  
Stellenbosch University*

**Table of contents:**

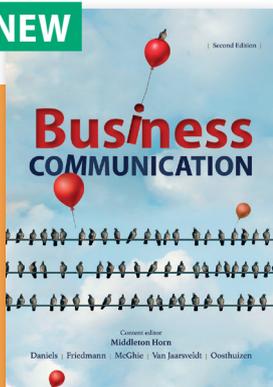
Chapter 1: Engaging in academic study • Chapter 2: Reading and referencing skills • Chapter 3: Planning your assignments • Chapter 4: Audience, purpose and style • Chapter 5: Digital literacy • Chapter 6: Work your 'Google-Fu' • Chapter 7: Paragraphs, paraphrases and summaries • Chapter 8: Critical analysis and argumentation • Chapter 9: Problems, persuasion and argument • Chapter 10: Working with graphic devices • Chapter 11: Polishing your writing • Chapter 12: Oral presentations • Chapter 13: Examination skills

**Lecturer and student resources**

- Activities on the Learning Zone for lecturers and students for whom the book is prescribed, including interactive assessments, links to online resources, videos, readings and assignments.

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

NEW



### Business Communication 2e

**Editor:** J Middleton Horn

**Authors:** D Daniels, A Friedmann, M van Jaarsveldt, V McGhie and T van Vuuren

*Business Communication 2e* provides a practical framework for students and demonstrates how communication functions in today's business environment. The textbook covers discussions around communication theory, cognitive communication, organisational communication, cultural communication, stakeholder communication, the writing and listening process, and academic literacy.

The book features comprehensive introductory theory that covers topical issues experienced within the South African workplace. Reflection boxes develop students' critical thinking and encourage class discussion. Practical exercises and self-evaluation questions throughout the chapters provide students with the opportunity to apply what they have learnt.

#### Lecturer and student resources

- Activities on the Learning Zone for lecturers and students for whom the book is prescribed, including interactive assessments, links to online resources, videos, readings and assignments.  
[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

*Business Communication 2e* is aimed at students who are completing a National Diploma in tourism and entrepreneurship, management, logistics, HRM, retailing, marketing, hospitality management, PR management, office management, etc. The book is pitched at an introductory level and is suitable for first-year students at both universities and universities of technology.

#### New to this edition:

- Greater focus on social media as part of mass media communication
- Greater focus on the role of technology in academic writing
- Includes content on social media marketing
- Updated examples throughout

#### Table of contents:

Chapter 1: The origins of language and communication • Chapter 2: Communication theory • Chapter 3: Organisational communication • Chapter 4: Interpersonal communication in the workplace • Chapter 5: Reading for academic purposes • Chapter 6: The writing process • Chapter 7: Academic writing and referencing • Chapter 8: Business writing • Chapter 9: Stakeholder communication • Chapter 10: Grammar • Chapter 11: The listening process • Chapter 12: Oral presentations • Chapter 13: Meetings • Chapter 14: Conflict and negotiation • Chapter 15: The dynamics of business communication

#### Lecturer resources

- PowerPoint® slides
  - Solutions manual
  - Question bank
  - Template bank
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

## English for academic purposes

**Editor:** H Moffett

**Authors:** Robert Balfour, J Mitchell, J Moffett, B Nchindila and D Shober

*English for academic purposes* addresses students in a lively and interactive manner to develop their academic reading and writing skills and to develop confidence in their academic studies. The book covers reading and writing skills, sentence level grammar, language use, and vocabulary development. This content is enhanced with exercises which allow plenty of opportunity for practice and self-study.

#### The book features:

- Textboxes which contain additional information or interesting reading on concepts discussed in the chapter
- Sample texts from contemporary writing. These help students engage with diverse and accessible writing styles and to develop their critical literacy skills
- In-chapter reading, writing or grammar exercises as well as web links to further online exercises.

First-year university students taking courses in academic reading and writing skills, such as 'English for academic purposes' or 'English communication skills' will benefit from this book.

#### Table of Contents

**Section A Getting to grips with English for academic purposes: the theory** • Chapter 1: English for academic purposes in context • Chapter 2: Language and power: The politics of reading and writing • Chapter 3: Classifying academic texts: Genre • **Section B Mastering English for academic purposes: The practice** • Chapter 4: Reading strategies • Chapter 5: Writing strategies • **Section C Practical support** • Chapter 6: Writing sentences and paragraphs • Chapter 7: Referencing: acknowledging sources

#### Lecturer resources

- Teaching plan

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Interactive grammar exercises
- DVD clips on structuring an essay



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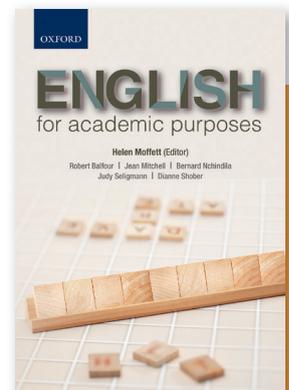
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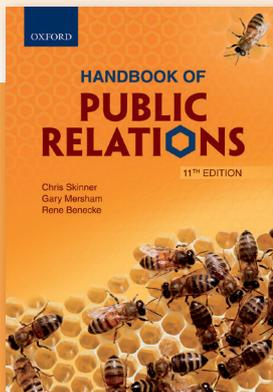
200 PAGES



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## Handbook of Public Relations 11e

**Authors:** C Skinner, G Mersham and R Benecke

Handbook of Public Relations 11e is a South African text that offers academic and practical perspectives on public relations in the business and management environment. The new edition provides current, relevant and topical PR developments in the industry using case studies on issues such as social media.

### New to this edition:

- An updated chapter on social media and online public relations
- A strategic plan for public relations communication
- Practical guidelines to assist students with skills such as listening, speaking and writing.

### Table of Contents

**Part 1: Fundamentals of public relations** • Chapter 1: Scope of public relations • Chapter 2: The development of public relations • Chapter 3: Public relations and communication • Chapter 4: Stakeholder and reputation management • Chapter 5: Public relations and marketing • Chapter 6: Public relations and advertising • Chapter 7: Public relations and selling • Chapter 8: Public relations and research • Chapter 9: The practice of public relations • Chapter 10: Internal communication • Chapter 11: Planning a public relations programme • **Part 2: Public relations and the media** • Chapter 12: Print and electronic media • Chapter 13: Working with the media • Chapter 14: Developing a media toolkit • Chapter 15: Social media • **Part 3: The techniques of public relations** • Chapter 16: Effective listening • Chapter 17: Effective communication: The spoken word • Chapter 18: Business communication • Chapter 19: Video technology via television and alternate channels • Chapter 20: Direct mail marketing • Chapter 21: Reports • Chapter 22: Background to printing and publishing • Chapter 23: PR and event management • Chapter 24: Promotional activities • Chapter 25: Sponsorships • Chapter 26: Exhibitions and trade fairs • Chapter 27: Conferences and seminars • Chapter 28: Corporate image and identity • Chapter 29: Corporate social investment • Chapter 30: Public relations issues and crisis management • Chapter 31: Government and public affairs • **Part 4: Doing it right** • Chapter 32: Practical guidelines

### Lecturer resources

- PowerPoint® slides
- Solutions manual
- Teaching plan
- Question bank

### Student resources

- Interactive self-assessment question bank

[learningzone.oxford.co.za](http://learningzone.oxford.co.za)



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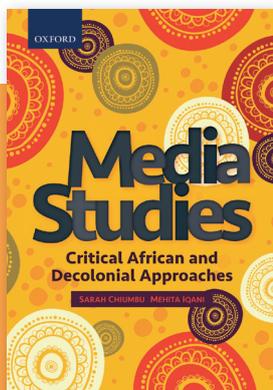
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## Media Studies: Critical African and Decolonial Approaches

**Editors:** S Chumbi and M Iqani

*Media Studies: Critical African and Decolonial Approaches* provides an introduction in key concepts and theories in the study of media, culture and communication from a decolonial perspective. It challenges the key theories and concepts that have shaped and defined the fields of media, communications and cultural studies globally. It also introduces canonical approaches to the study of media, communication and culture while simultaneously presenting post-colonial, de-colonial and global south approaches to those canons.

*Media Studies: Critical African and Decolonial Approaches* is suited for first and second year teaching in media, communications, cultural studies and journalism courses and allows for academics to flexibly draw from content to suit their particular course.

### Table of Contents

Chapter 1: Decolonising media studies: New knowledges for a global discipline • **Part I – Media and Society** • Chapter 2: Media history and colonialism • Chapter 3: Critical perspectives on African • journalism • Chapter 4: Broadcasting, television and the digital shift in contemporary Africa • Chapter 5: The politics of technology in the global south • Chapter 6: The public sphere: From theory to its diverse manifestations • Chapter 7: Theorising and researching audiences and users • **Part II – Media and Power** • Chapter 8: Political economy of the media in Africa • Chapter 9: Decolonising democracy, media freedom and freedom of expression • Chapter 10: Media and elections: African perspectives • Chapter 11: Nationalism and the media in the global south • Chapter 12: Media studies, globalisation and African realities • Chapter 13: Media institutions, regulation and governance in a global south context • Chapter 14: Media, development and decolonisation • **Part III – Media and Culture** • Chapter 15: Media texts: Modality, meaning and analysis • Chapter 16: African-language media in orality, print and broadcast • Chapter 17: Decolonising visual culture: Critical perspectives and approaches • Chapter 18: Morality, anxiety and meaning in the media • Chapter 19: Gender and sexuality in the media • Chapter 20: Youth subcultures and popular culture in Africa



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## Strategic Communication: South African Perspectives

**Editors:** R Benecke, T Phumo and S Verwey

Strategic Communication straddles the disciplines of Business Communication, Stakeholder Communication, Public Relations and Integrated Marketing Communications. *Strategic Communication: South African Perspectives* breaks down these silos and emphasise the importance of a holistic and strategic approach to communication. This textbook will offer a South African perspective on the emerging discipline and practice of strategic communication.

Increasing technological complexity and globalisation have resulted in fundamental societal and business changes that require scholars and practitioners to challenge their own theoretical assumptions, and come to grips with the implications of paradigm shifts in various fields including public relations and communication. This book will explore the nature of these paradigm shifts, and considers what implications tensions in the field hold for public relations and communication scholarship in general, but also specifically for the South African field of scholarship and practice.

This text is aimed at undergraduate students, enrolled in South African tertiary education institutions studying communication science, corporate communication, marketing communication, marketing and brand communication and public relations. The book is intended to provide a key text that can be used throughout a learner's undergraduate studies in various theoretical and applied modules.

### Table of Contents

**Part 1: Conceptual foundations** • Chapter 1: Paradigms, perspectives and paradoxes: understanding the origins of discipline • Chapter 2: Shifting paradigms: Trends and drivers towards a strategic communication paradigm • Chapter 3: Strategy as emergence and emergent strategy: understanding social change • Chapter 4: Relational capital and shifting power relationships in the public sphere: Towards a collaborative turn • Chapter 5: Reconceptualising the role of the strategic communicator: poly-phony and poly-contextual practice • Chapter 6: Towards a moral philosophy for strategic communication practice in communal contexts • **Part 2: Unlocking strategic communication value in practice** • Chapter 7: Understanding the brand value model • Chapter 8: Achieving brand sustainability through brand purpose, authenticity and engagement • Chapter 9: Building relational capital through strategic stakeholder engagement • Chapter 10: Collaboration and co-creation in the online brand space • Chapter 11: Engaging employees through employee and employer brand • Chapter 12: Brand legitimacy and social justice: building social capital through corporate social responsiveness • **Part 3: Challenges of strategic communication in the southern African context** • Chapter 13: Moral laxity and ethical brand failures in the South African corporate brand scape • Chapter 14: Resistance from the margins: Social injustice and stakeholder activism • Chapter 15: Unreal: fake bots and fake news and artificial intelligence • Chapter 16: In need of a makeover? Image repair and brand apology: A South African brand reality • Chapter 17: Brand risk in online spaces. Facing up to the Twitterati • Chapter 18: Big data but little insight • Chapter 19: Changing client-agency relationships • Chapter 20: The future of strategic communication theory and practice • **Part 4: Case studies**

### Lecturer resources

- PowerPoint® slides
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

## CRIMINOLOGY

### Contemporary Criminology in Practice in South Africa

**Editor:** FWJ Herbig

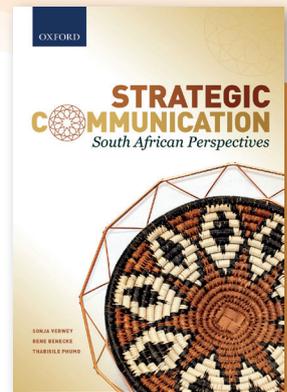
**Authors:** H Fouche, B Häefele, A Hesselink, A Minnaar and M Schoeman

Selecting important crime issues, this title explores criminology in practice and draws links to the foundational theories of the discipline to encourage an applied understanding of contemporary South African criminology.

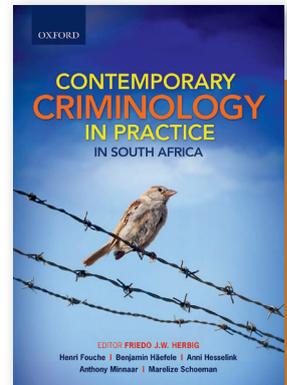
Case studies and practical examples showcase important local research throughout and bring current criminological concerns to life. Drawing from a broad selection of eight contemporary issues in African criminology this title provides valuable insight into locally relevant challenges and crises.

Each Chapter includes definitions of key concepts and discussion boxes which encourage critical consideration. The founding theories relevant to each crime issue are explored, with consideration of how they work in practice. Case studies build applied understanding throughout, and allow insight into the unique aspects of each crime issue.

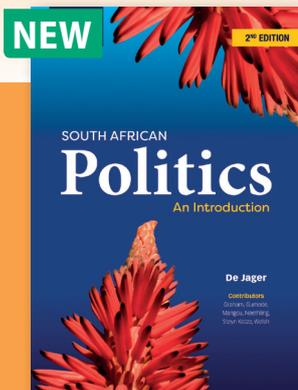
This title supports third and Honours level students taking criminology courses and approaching a future career in the discipline, as well as psychologists, social workers, psychiatrists and criminologists in practice.



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### Table of Contents

Chapter 1: Orientation • Chapter 2: Violent crime and criminology in South Africa • Chapter 3: African sea piracy: A twenty-first century enigma • Chapter 4: Conservation crime application – A South African perspective • Chapter 5: Substance abuse and drug-related crimes in South Africa • Chapter 6: Cybercrime • Chapter 7: Restorative justice in practice • Chapter 8: Forensic and correctional criminology

## POLITICS

### South African Politics: An Introduction 2e

**Editor:** N de Jager

**Authors:** V Graham, V Gumede, X Mangcu, T Neethling, J Steyn Kotze and D Welsh

*South African Politics: An Introduction 2e* is an introductory-level textbook which presents the foundations of South African politics.

The underlying thread of the book is an engagement with South Africa's prospects for democratic consolidation. It provides an overview of the historical foundations of apartheid, liberation and transition through negotiation, and then discusses the institutional, socio-economic and cultural conditions which shape South Africa's contemporary democracy. The textbook provides students with an overview of how political policies have changed over time in South Africa, as well as the impact these changes have had on socio-economic development. Theoretical concepts are presented in accessible language and examples ensure that students have a better understanding of the local political landscape.

Written by respected academics, this introductory textbook is suitable for students who are studying South African politics as part of a BA or BCom degree at universities or private institutions, as well as anyone interested in the subject matter.

#### New to this edition:

- Updated content to reflect the 2019 elections
- Content regarding state capture
- Improved coverage of topical South African issues

#### Table of contents:

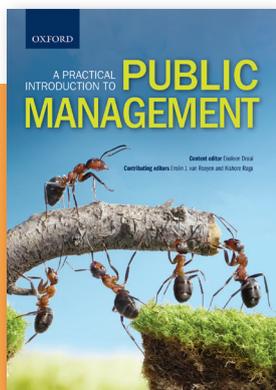
Chapter 1: Introduction: the theory and practice of democratic development • **Part 1: Legacies of the past** • Chapter 2: Apartheid and its legacies • Chapter 3: Liberation history • **Part 2: Negotiating South Africa's transition** • Chapter 4: Apartheid to democracy • Chapter 5: The birth of a constitutional state • Chapter 6: Transitional justice • **Part 3: Procedural democratisation in South Africa** • Chapter 7: Elections, political parties and voting trends • Chapter 8: Civil society and civic participation • **Part 4: Substantive democratisation in South Africa** • Chapter 9: Socio-economic contexts • Chapter 10: Economic policy in post-apartheid SA • Chapter 11: Political culture in South Africa • **Part 5: South Africa in the world** • Chapter 12: South Africa in a complex regional, continental and global order • Chapter 13: South Africa's 25 years of democracy and beyond

#### Lecturer resources

- PowerPoint® slides
  - Teaching plan
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

#### Student resources

- Question bank



## PUBLIC ADMINISTRATION

### A Practical Introduction to Public Management

**Editors:** E Draai, K Raga and E van Rooyen

**Authors:** D Ally, B Hanyane, N Holtzhausen, I Ile, S Kahn, L Lues, S Madue, L Qele and C Thornhill

*A Practical Introduction to Public Management* has a vocational approach; the text is accessible and practice-based, whilst also embedding knowledge of relevant theories and principles that underpin the operational elements of the public sector profession. This book would be supportive to students' grounding in the subject area both theoretically and practically, with the right balance across those elements.

*A Practical Introduction to Public Management* would actively build skills and a knowledge-base, and a 'real-life' understanding to prepare the student for progression through the undergraduate stages, leading to employment in the public sector.



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## Table of Contents

**Part 1 Introduction to the discipline of public administration and management** • Chapter 1: Management theories – a precondition for practice • **Part 2 Foundations of Public Management** • Chapter 2: Public resource management • Chapter 3: Public office management and administration • Chapter 4: Public information services • Chapter 5: Introduction to Public Policy • Chapter 6: Public service delivery • Chapter 7: Practical introduction to key aspects of administrative law • **Part 3 Key skills areas** • Chapter 8: Research skills • Chapter 9: Public sector project management • Chapter 10: Public sector human resource management • Chapter 11: Strategic management

### Lecturer resources

- PowerPoint® slides
  - Question bank
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

## Leadership

**Editors:** M Iszatt-White, C Saunders and T Botha

**Authors:** W Ladzani, S Rudansky-Kloppers and J Strydom

Leadership is an increasingly important concept which is being heralded as a necessary topic to be included in undergraduate courses at South African institutions, given the dearth of leadership skills displayed, especially in the public sector. Leadership is a subject which should be approached in a holistic manner, particularly within the economic and management sciences. The purpose of this textbook is to identify the principles of leadership in contemporary business organisations and to develop the students' understanding of the interrelatedness of leadership and management in order to achieve organisational goals. The textbook also covers contemporary issues in practising leadership for success. The book aims to encourage students to understand the principles and the importance of effective leadership in modern organisations, the leadership skills that are necessary in modern organisations, the role of leaders in workplace relations and teamwork, the importance of leadership ethics and the formulation of leadership standards, and evaluation of leadership performance.

This title is suitable for senior undergraduate students who are studying leadership as part of a degree in the economic and management sciences at universities.

## Table of Contents

**Part 1 Key themes in leadership** • Chapter 1: Introduction to leadership • Chapter 2: Leadership, power and influence • Chapter 3: The leadership/management debate • Chapter 4: Early approaches to understanding leadership • Chapter 5: Transformational, transactional and charismatic leadership • Chapter 6: Leading teams • **Part 2 Hot topics in leadership** • Chapter 7: Leading change • Chapter 8: Strategic leadership • Chapter 9: Authentic and ethical leadership • Chapter 10: Responsible leadership for a sustainable world • Chapter 11: Leadership development

### Lecturer resources

- PowerPoint® slides
  - Solutions manual
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

### Student resources

- Question bank

## Public Administration and Management in South Africa: A Developmental Perspective

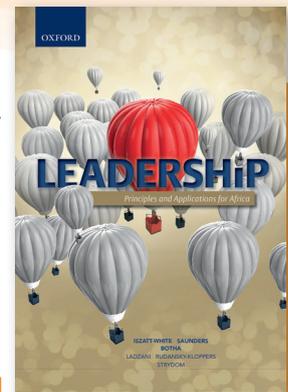
**Editors:** C Thornhill, G van Dijk and I Ile

**Authors:** C de Wet, L Malan, C Mphaisha, M Tshiyoyo, PS Reddy, J Govender, K Muller, G van der Waldt, N Holtzhausen, D Fourie, D van der Walt, M Dassah, D Brynard, P Sokhela, M Sindane and F Uys

What is Public Administration? How does Public Management operate? Who are the key role-players? What are the principles, and how are these applied practically in the developmental context of South Africa?

Addressing the broad topics that underpin public administration and management in South Africa, this text introduces and critically explores all foundational and functional aspects of the development, theories, principles, concepts, approaches and structure of public administration.

Key topic areas are accessed in dedicated chapters, written by a team of specialist authors, to provide a solid grounding in the discipline. Students are orientated in the theoretical foundations of public administration, and the practical implementation of public management in developmental South Africa, across local, provincial and national government spheres. Topics addressed include: public decision-making; service



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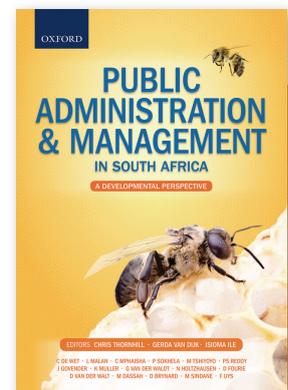
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delivery and policy implementation; leadership and control; human resources management; public financial management; and ethics in the public sector.

An expertly designed pedagogical framework supports and develops important academic skills such as critical thinking, practical application and data interpretation. Presented in a real, applied and visual manner, this engaging text is the essential introduction for all students of BAdmin, BA, BSocSci or BCom degrees in public administration and public management.

Features of this book include:

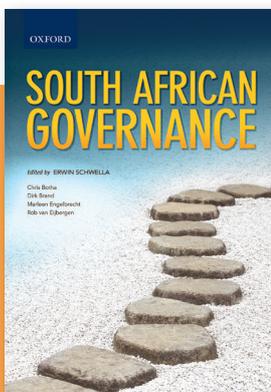
- The text contains real-life data; articles; statistics and report extracts; public documents; and data analysis exercises making it practical, contemporary and realistic. This shows students how to think critically and practically apply the theory, and how to analyse the material
- Written in a clear and straightforward style, the text offers the right level of detail in an accessible and cohesive manner. This supports students' language skills.

#### Table of Contents

**Part A Public administration theory: the development of the discipline** • Chapter 1: The development of the discipline of public administration • Chapter 2: Public Administration in a developmental state • **Part B The role and organisation of the state** • Chapter 3: The intergovernmental structure of the state (national, provincial and local government spheres) • Chapter 4: The functioning between the branches of government: ensuring democracy • Chapter 5: Coordinating governmental actions: the role of Cabinet and its clusters • Chapter 6: The role of the state in ensuring sustainable development • Chapter 7: Policy management for effective and efficient public administration • Chapter 8: Monitoring and evaluating the quality of policy implementation • Chapter 9: Strategic management and national planning: foresighting and scenario planning • Chapter 10: Project and performance management in the public sector • Chapter 11: Organisation development to support the developmental state • Chapter 12: Improving budgeting and financial management • Chapter 13: Public procurement: a bastion against corruption? • Chapter 14: Human resource management: acquiring and retaining human capital • Chapter 15: The role of technology in the functioning of the state • **Part C The functioning of the state** • Chapter 16: Administrative justice in the contemporary state • Chapter 17: Maintaining ethical conduct in public administration

#### Lecturer resources

- PowerPoint® slides
  - Question bank
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)



## South African Governance

**Editor:** E Schwella

**Authors:** C Botha, D Brand, M Engelbrecht and R van Eijbergen

*South African Governance* will help students understand the conceptual and contextual frameworks essential for establishing a sound foundation for the South African governance, and allows the student to acquire knowledge of the Constitution of the Republic of South Africa. The book builds on theory by discussing the current state of governance and providing potential future perspectives. It concludes by integrating theory, contexts and institutions with current realities. It does this by discussing governance from policy to implementation, and giving the student practical applications of South African Governance.

*South African Governance* is suitable for undergraduate and postgraduate students enrolled in public administration course at universities. It is also a useful reference tool for government officials and practitioners.

#### Table of Contents

**Part 1 Theme 1: conceptual and contextual perspectives** • Chapter 1: introduction to SA Governance • Chapter 2: Governance – The Concepts • Chapter 3: South African Governance: The context • Chapter 4: South African Governance: The challenges • **Part 2 Theme 2: Constitutional and institutional perspectives** • Chapter 5: South African Governance: The Constitution • Chapter 6: South African Governance: The institutions • **Part 3 Theme 3: Current reality and future perspectives** • Chapter 7: South African Governance: The current reality • Chapter 8: South African Governance: Aspirations and future perspectives • **Part 4 Theme 4: South African governance: An Application** • Chapter 9: SA Competent Governance – From policy to implementation • Chapter 10: SA Governance – A summary

#### Lecturer resources

- PowerPoint® slides
  - Question bank
  - Workbook to include practical exercises and problem/tutorial questions
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)



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# RESEARCH METHODOLOGY

## Research Methodology: Business and Management Contexts 2e

**Editors:** A Bryman, E Bell and P Hirschsohn

**Authors:** A dos Santos, J du Toit, N Faasen, A Masenge, I van Aardt and C Wagner

*Research Methodology: Business and Management Contexts* provides students with a clear conceptual framework for conducting research in a step-by-step manner. While the textbook is pragmatic in its approach, it equips students to use different research traditions and methods.

The textbook follows a problem-solving approach which is suitable to the current business environment. South African examples provide students with practical examples of what they are likely to encounter when doing research and writing assignments. The title provides a practical guide to research with examples that are relevant to South Africa and includes steps on how to write up research reports and make recommendations.

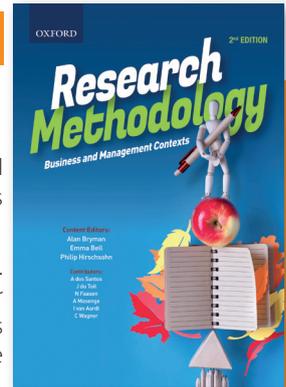
The textbook is suitable for all senior undergraduate or postgraduate students, as well as students studying towards an MBA.

### New to this edition:

- New introductory chapter which provides an accessible overview of the book.
- Greater focus on decolonisation at South African universities and the decentring of knowledge with examples from the South African workplace.
- Greater focus on how to conduct a literature review and evaluate the quality of literature published in various sources.
- Content on e-research updated to reflect latest trends and best practices.

*“This textbook contains several valuable aspects, that are not found in other generalist research methodology textbooks. These valuable additions include a specific focus on mixed methods research, which is particularly relevant to business research, as well as secondary data analysis. This textbook will appeal to a wide audience, particularly in cross-disciplinary research.”*

Elizabeth Stack, Rhodes University



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### Table of Contents

**Part 1 Introduction** • Chapter 1: The nature and process of business research • Chapter 2: Approaches to business research – Key philosophical issues / differences • Chapter 3: The nature of qualitative & quantitative research • Chapter 4: Mixed methods research: Bridging the divide between quantitative & qualitative approaches • **Part 2 Main steps in research** • Chapter 5: Project planning: Research design options • Chapter 6: Getting started: Getting to know the literature • Chapter 7: Formulating a research proposal: Choosing a topic and developing research questions • Chapter 8: Ethics in business research • Chapter 9: Writing up research • **Part 3 Data gathering methods for Qualitative and Quantitative research** • Chapter 10: Sampling • Chapter 11: Surveys and questionnaires • Chapter 12: Interviews and focus groups • Chapter 13: Ethnography and participant observation • Chapter 14: Secondary analysis • **Part 4 Data analysis methods** • Chapter 15: Qualitative data analysis methods • Chapter 16: Quantitative data analysis

### Lecturer resources

- PowerPoint® slides
  - Question bank
  - Solutions manual
- [learningzone.oxford.co.za](http://learningzone.oxford.co.za)

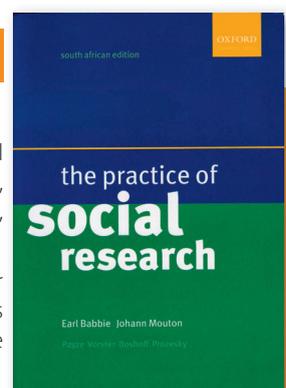
## The Practice of Social Research

**Authors:** E Babbie and J Mouton

This South African edition of *The Practice of Social Research* comprehensively covers the main methodological approaches used in the social sciences. Specific methods and techniques used in such areas as sampling, questionnaire construction, and data analysis are discussed in detail. The informal style, concrete examples, and down-to-earth metaphors make abstract theory easily understandable.

A balanced coverage of qualitative approaches helps the user employ both techniques in his or her research. The South African edition, adapted (by Johann Mouton) from the original by Earl Babbie, includes several key extras: South African examples, case studies, and data sets enhance accessibility and relevance for local students.

The Chapters on qualitative research have been expanded and updated, and a new Chapter discusses computer software for qualitative data analysis.





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An expanded Chapter on programme evaluation research addresses the huge demand for monitoring and assessment of social intervention programmes such as poverty relief, land reform, and educational programmes.

*The Practice of Social Research* is a core text that is suitable for senior undergraduate and postgraduate university students of Sociology, Psychology or Social Work.

#### Table of Contents

**Part 1 An introduction to social inquiry** • Chapter 1: The nature of scientific knowledge • Chapter 2: Metatheory and social inquiry • Chapter 3: Methodological paradigms in social research • **Part 2 Research design** • Chapter 4: Research design and problem formulation • Chapter 5: Conceptualisation and measurement • Chapter 6: Operationalisation • Chapter 7: The logic of sampling • **Part 3 Types of research design** • Chapter 8: Experiments • Chapter 9: Surveys • Chapter 10: Qualitative studies • **Part 4 Participatory action research** • Chapter 11: Evaluation Research • Chapter 12: Unobtrusive Research • **Part 5 Analysis of data** • Chapter 13: Qualifying data • Chapter 14: Elementary analysis • Chapter 15: The elaboration model • Chapter 16: Social statistics • Chapter 17: Qualitative data analysis • **Part 6 The social context of social research** • Chapter 18: The ethics and politics of social research

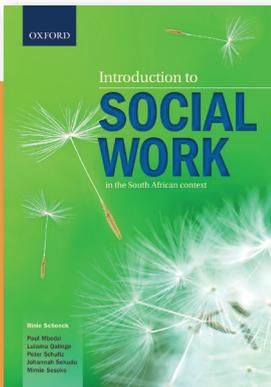
#### Lecturer resources

- Teaching plan including teaching notes and guided activities
- Question bank

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## SOCIAL WORK

### Introduction to Social Work in the South African context



**Editor:** R Schenck

**Authors:** P Mbedzi, L Qalinge, P Schultz, J Sekudu and M Sesoko

*Introduction to Social Work in the South African context* introduces students to the field of social work and helps them to develop and build skills and prepare them to understand the role and functions of a social worker.

The book also explains the difference between social work and social welfare. The text exposes students to indigenous South African conditions and shows them how to be creative and proactive in dealing with the unique South African environment. It further contextualises the interdisciplinary teamwork that is essential within the social welfare environment.

The context of this book is presented in simple language and the English is easy to read. The reality-based case studies in the book create an understanding of the social work profession in real South African social work settings. Each chapter includes self-evaluation questions and activities to encourage a unique perspective of social work.

*Introduction to Social Work in the South African context* is aimed at undergraduate students in social work and auxiliary social work.

#### Table of Contents

Chapter 1: The scope of social work • Chapter 2: Social auxiliary work • Chapter 3: History of social welfare and social work • Chapter 4: Social work: Values, principles and ethics • Chapter 5: The helping process in social work • Chapter 6: Case work: Social work with individuals • Chapter 7: Group work • Chapter 8: Community work: A social work method • Chapter 9: Fields of social practice • Chapter 10: Employment settings for social workers

#### Lecturer resources

- PowerPoint® slides

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## Person-Centred Facilitation: Process, Theory and Practice 4e

**Authors:** H Grobler, C Schenk and R Mbedzi

*Person-Centred Facilitation: Process, Theory and Practice 4e* presents the theory and practice of the person-centred approach to counselling facilitation, as developed by Carl Rogers. The text provides an introduction to the person-centred approach in relation to individuals, groups, families and communities. It offers a solid theoretical grounding which supports both academic learning and applied practice, and guides readers' understanding and self-development.

Revised and updated, the fourth edition integrates values from an African cultural perspective, and reflects the importance of social justice as an element of the developmental counselling process. The fourth edition offers a wealth of new South African case studies, an entirely new section on family counselling, and an expanded focus on group work counselling. Other expanded areas include aspects of constructivism; cross-cultural communication; people in conflict; and the self-development of the facilitator.

This text is suited as course material for students of social work, psychology, nursing and counselling, as well as facilitators from other professions, who are required to develop competency in communication and counselling skills.

The new edition includes:

- The text balances a solid theoretical foundation with a practical, applied methodology for conducting person-centred facilitation. It also provides practical techniques for self-development
- To ensure clarity and accessibility, the text presents theoretical content within a clear framework, enhanced by numerous applications and examples
- The text's rich context includes many new South African case studies, a focus on African cultural values such as Ubuntu, and an integrated emphasis on social justice as an element of the developmental counselling process
- The text now offers a new section on family counseling, as well as expanded treatment of group work counseling.

### Table of Contents

**Section A Working with individuals** • Chapter 1: Creating a safe space for facilitation • Chapter 2: Professional values • Chapter 3: Basic communication skills • Chapter 4: Exploring unsymbolised experiences • Chapter 5: Reconstruction of the self • Chapter 6: Ending the process • **Section B Family group facilitation** • **Section C Group facilitation** • Chapter 7: Facilitators' attitude • Chapter 8: Beginning the process • Chapter 9: Dealing with conscious experiences • Chapter 10: Exploring unconscious experiences • Chapter 11: Exploring the self • Chapter 12: Ending the process • **Section D Person-centred facilitation in communities** • Chapter 13: An overview of person-centred facilitation in communities • Chapter 14: How we view people and communities • Chapter 15: The person-centred view of change • Chapter 16: Facilitating symbolised experiences of the community • Chapter 17: Facilitating unsymbolised experiences in the community • **Section E Some special considerations** • Chapter 18: Cross-cultural communication • Chapter 19: People in conflict • Chapter 20: The self of the facilitator

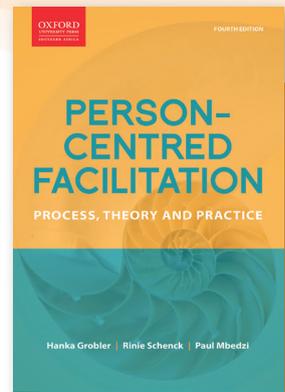
## Social Welfare and Social Development 2e

**Author:** L Patel

*Social Welfare and Social Development 2e* discusses social welfare practice in global and regional context. It addresses issues of poverty, unemployment and populations at risk within South Africa and the role of the social welfare system in South Africa in tackling these issues. The book outlines the theory and practice of social development as the practice through which the South African government aims to address social challenges. The first edition was unique and ground-breaking in its explication of social development and is still valued for these insights. The second edition includes updated discussions, reviewing changes in the social landscape since 2005.

### Table of Contents

**Part 1 Social development in a changing global and regional context** • Chapter 1: Globalisation and social welfare • **Part 2 Social development in South Africa** • Chapter 2: History of social welfare in South Africa • Chapter 3: Social welfare in a democratic society • Chapter 4: Social Development Practice Model • Chapter 5: Social protection and social development • Chapter 6: Development social welfare services • **Part 3 Social development practice applications** • Chapter 7: Social planning strategies: designing, implementing and evaluating innovative, integrated social development programmes • Chapter 8: Exemplars of innovative social development strategies • Chapter 9: Enhancing social development practice for change • **Part 4 Conclusions** • Chapter 10: Achievements, challenges and future prospects for social development



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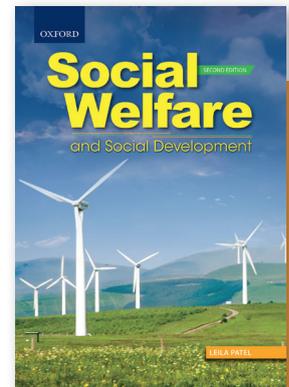
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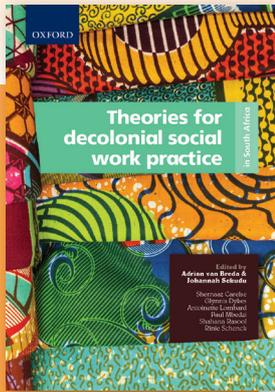
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## Theories for decolonial social work practice in South Africa

**Editors:** A van Breda and J Sekudu

**Authors:** S Carelse, G Dykes, A Lombard, P Mbedzi, S Rasool and R Schenck

*Theories for decolonial social work practice in South Africa* is a local book critically presenting social work theories that are suitable for decolonial and developmental generalist practice in the Global South. The choice of theories included in this book is informed by the lived experiences of South Africans in a multicultural, post-colonial, post-apartheid society. The book sees the goal of social work as effecting transformation and liberation, through the implementation of the developmental approach, and by drawing on decolonial and African concepts.

*Theories for decolonial social work practice in South Africa* is suitable for social work education and the in-service training of qualified social workers, child and youth care workers and community development practitioners. In addition, the book will be of interest to social work academics and researchers because of its unique decolonial and African approach to Global North theories, and its contribution to the development of Global South theories.



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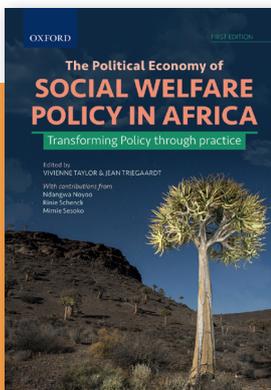
“*There is a dearth of indigenous scholarly work in South Africa, in the areas of social work and social development, and this book serves as one way of addressing this yawning gap. It is also encouraging that the text is written by local South African scholars.*”

Prof Ndangwa Noyoo,

Department of Social Development: University of Cape Town

### Table of Contents

Chapter 1: Introduction to social work theory • Chapter 2: Decoloniality in social work • Chapter 3: Developmental social work • Chapter 4: Social constructionism • Chapter 5: Ecosystems • Chapter 6: *Ubuntu* • Chapter 7: Resilience • Chapter 8: Attachment • Chapter 9: Feminisms • Chapter 10: Sustainable livelihoods • Chapter 11: Person-centred • Chapter 12: Spirituality • Chapter 13: Strengths-based • Chapter 14: Circle of Courage • Chapter 15: Mapping the way forward in decolonising social work theory in South Africa



## The Political Economy of Social Welfare Policy in Africa: Transforming Policy through Practice

**Editors:** V Taylor and JD Triegaardt

**Authors:** N Noyoo, R Schenck and M Sesoko

*The Political Economy of Social Welfare Policy in Africa* is a ground-breaking textbook that introduces students to social welfare policies that guide social service delivery in South Africa, and which directly influence the operation and activities of social work practice. The focus is on analysing the social policies that most directly affect the clients or consumers of service, and conscientising social work students about both the broader and deeper implications of their interventions.

The unique golden thread that is interwoven throughout the text is transformation. *The Political Economy of Social Welfare Policy in Africa* equips students with the theories and skills to effect transformative processes in their respective countries, that will liberate the masses from chronic poverty and various other forms of deprivation.

This new approach aims to define policy, analyse aspects that have an influence on policy, and promote understanding of the process of developing and implementing policy as well as how policies are formed and how they change over time.

The textbook is suitable for social work students taking modules in welfare policy as well as sociology students and political science students at universities.

“*This is the most comprehensive treatment I have seen on social welfare policy in Africa from a political economic perspective. This book is immensely relevant, useful and applicable to students and practitioners not only on the African continent but globally.*”

Dr Cudore Snell, Howard University

### Table of Contents

**Part 1: Thinking Policy: the political economy of social welfare policy** • Chapter 1: Transforming social welfare policy: Africa and South Africa • Chapter 2: The evolution of social welfare policy in Southern Africa • Chapter 3: Approaches to social welfare policy: characteristics, values and principles • Chapter 4: Transforming social welfare



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## STATISTICS

### Statistics for the Social Sciences using Excel®: A first course for South African students

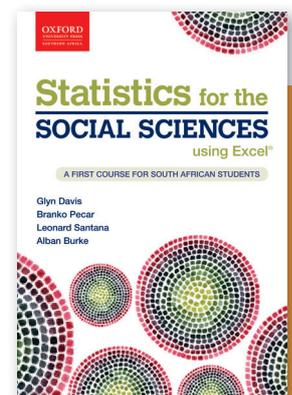
**Authors:** G Davis, B Pecar, L Santana and A Burke

*Statistics for the Social Sciences using Excel®* offers an excellent and helpful introduction to business statistics for students who require a first course, providing all of the explanations, tools, and skills which are required in order to master the subject matter. Thorough, clear and accessible, the text guides students in a progressive, step-by-step manner through the theoretical concepts and techniques, and supports understanding by providing extensive examples from a South African context. The text assumes no prior knowledge of the subject, and includes refresher Chapters on numerical skills and Microsoft Excel®.

This text is eminently suitable as a first course in statistics for students who are studying the subject as a module within any social science-based programme of study.

#### Table of Contents

Chapter 1: Introduction • Chapter 2: Visualizing and presenting data • Chapter 3: Data descriptors • Chapter 4: Probability concepts • Chapter 5: Random variables • Chapter 6: Discrete probability distributions • Chapter 7: Continuous probability distributions • Chapter 8: Sampling and sampling distributions • Chapter 9: Estimation • Chapter 10: Hypotheses testing: one population/Sample • Chapter 11: Hypotheses testing: two populations/Samples • Chapter 12: Linear correlation and regression analysis • Chapter 13: Time series data and analysis • Chapter 14: Chi-square and non-parametric hypothesis testing • Chapter 15: Factorial experiments • Appendix A: Numerical skills revision • Appendix B: Introduction to Microsoft Excel



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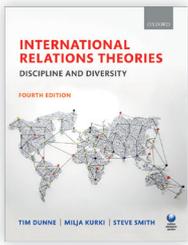


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## SOCIAL SCIENCES TITLES FROM OUP UK



### International Relations Theories: Discipline and Diversity 4e

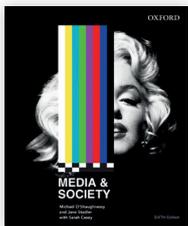
**Editors:** T Dunne, M Kurki and S Smith | OUP UK | Paperback | January 2016 | 400 pages | 9780198707561

This best-selling text provides unrivalled coverage of International Relations theories and arguments. The authors explore the full spectrum of theoretical perspectives and debates, ranging from the historically dominant traditions of realism, liberalism, and Marxism to postcolonialism and green theory.

Each chapter is dedicated to a particular theory and features a case study that bridges theory and practice, and shows how theory can be used to explain real-world political dilemmas.

Spotlights on key books and articles encourage readers to go beyond the textbook and explore important works in the field, and new case study questions encourage analytical thinking and help readers understand the value of applying theory to concrete political problems.

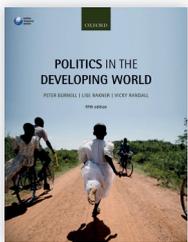
[Online resources are available for lecturers and students. Please contact your academic consultant for more information.](#)



### Media and Society 6e

**Authors:** M O'Shaughnessy, J Stadler and S Casey | OUP UK | Paperback | October 2016 | 560 pages | 9780195597240

*Media and Society* explores the relationship between the media, their institutions and the world we live in, examining how they are connected and how society and the media affect each other. The book analyses representations of the world found in films, television, advertisements, news and online to understand the impact of the media in the contemporary world. The sixth edition explores several themes throughout the text, including the contradictory nature of the media and the psychological concerns of the media, to provide clear explanations of complex theories and ideas.



### Politics in the Developing World 5e

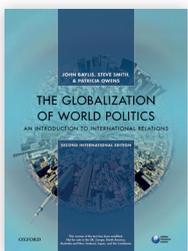
**Authors:** P Burnell, V Randall, and L Rakner | OUP UK | Paperback | March 2017 | 496 pages | 9780198737438

An impressive line-up of international contributors provides a comprehensive and accessible introduction to politics in the developing world. The first four parts explore the theoretical approaches, the changing nature and role of the state, and the major policy issues that confront all developing countries. The final parts set out a diverse range of country case studies, representing all the main geographical regions. These country case studies illustrate the themes introduced in the thematic chapters and highlight the developing world as a place of diversity and rapid transformations.

Readers are provided with the tools to appreciate the perspectives of developing countries.

The fifth edition has been thoroughly updated to address topical issues and themes, including refugee movements; the rise of the so-called Islamic State; organised crime; gender; the role of new forms of communication in political mobilization; and the replacement of Millennium Development Goals by Sustainable Development Goals. Two new country case studies have been added: Syria and the Sudan.

Leading scholars in the field introduce readers to the history, theory, structures and key issues in IR, providing students with an ideal introduction and a constant guide throughout their studies.



### The Globalization of World Politics 2e

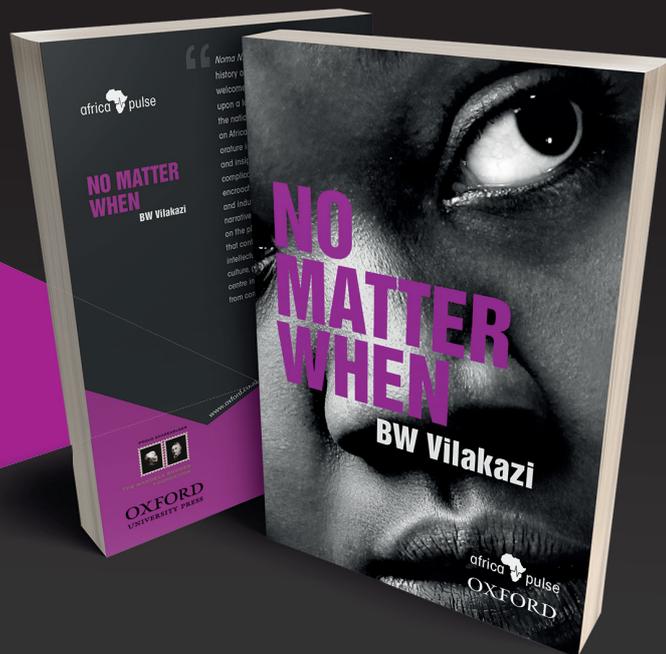
**Editors:** J Baylis, S Smith and P Owens | OUP UK | Paperback | August 2017 | 640 pages | 9780198796367

The Globalization of World Politics is the bestselling introduction to international relations, offering the most comprehensive coverage of the key theories and global issues in world politics.

# NOTES

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**Africa Pulse** is a series of eight translations into English of well-known African literary works, widely considered as classics in their original languages.

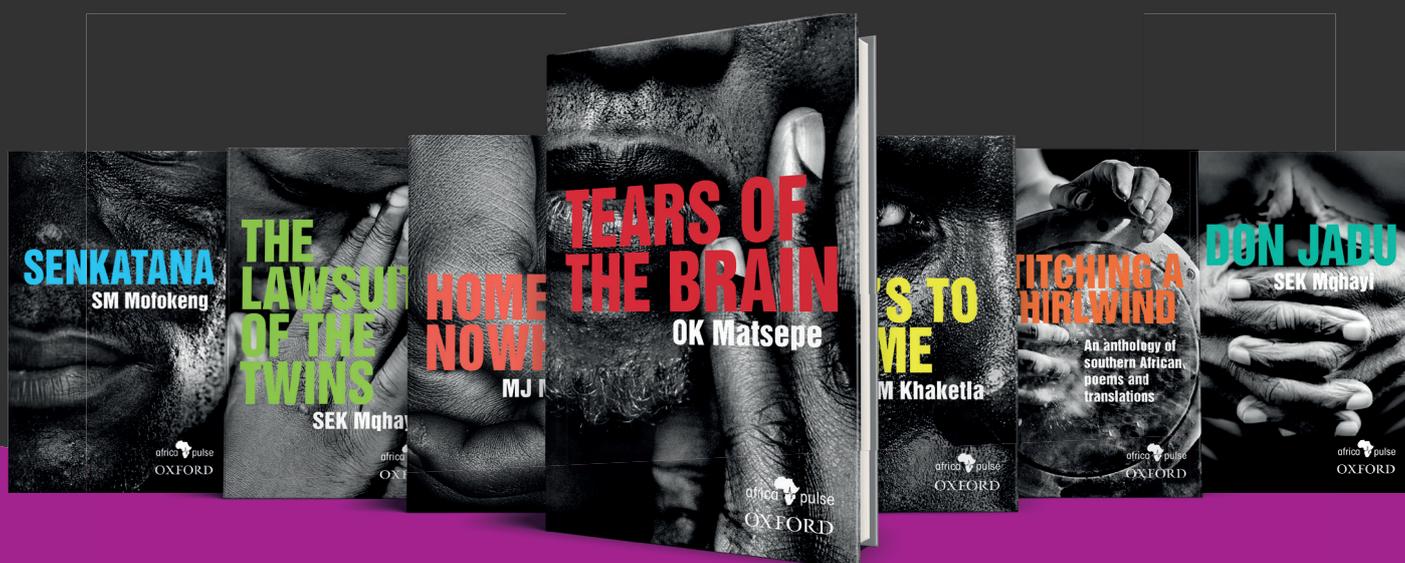


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## Home is Nowhere

Original title: Asikho Ndawo Bakithi (isiZulu)  
Original author: MJ Mngadi  
Translator: Dr Nakanjani Sibiya  
December 2018 | 295 pages | 9780190753610

The misery of Zulu people who are not allowed to own land, and are thus perpetually tenants becomes clear as we follow the Dubazana family and the horrors they endure just trying to live honestly, in the midst of the political turbulence and faction violence of the mid-1990s in KwaZulu-Natal.

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## No Matter When

Original title: Noma Nini (isiZulu)  
Original author: BW Vilakazi  
Translator: Dr Nkosinathi Sithole  
December 2018 | 168 pages | 9780190737917

Against the backdrop of the end of Mpande's rule and the coming of the missionaries to Natal in the mid-1800s, a love story between Ntsikana and Nomkhosi unfolds. Or will it be Thomas, who Minister Grout is grooming as a successor, that wins Nomkhosi's hand, as two cultures intersect: the Kholwa (Believers) and the traditionalists.

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## She's to Blame

Original title: Mosali a nkholo (Sesotho)  
Original author: BM Khaketla  
**Translator:** Prof JM Lenake  
December 2018 | 296 pages | 9780190731601

Lesotho 1945. Minor king Mosito is educated at Lovedale College, but then is caught in a struggle between new ways and traditions. His traditional counsellors manipulate Mosito's wife to counsel him to commit ritual murder in order to get strong muti to preserve his status as a minor king. Mosito's contemporaries who also went to Lovedale advise against this. Who will he listen to? What will the judge find in the ensuing court case drama?

---

## Senkatana

Original title: Senkatana (Sesotho)  
Original author: SM Mofokeng  
Translator: Prof JM Lenake  
December 2018 | 88 pages | 9780190742560

Hear the legend of the infamous Kgodumodumo monster, who swallowed all the people, except one pregnant woman. In time, her son, Senkatana, becomes a mighty hero when he confronts the monster, and frees all the people. They ask their young liberator to be their ruler, but how long will they be satisfied with his rule?

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## Tears of the Brain

Original title: Megokgo ya Bjoko (Sesotho sa Leboa)  
Original author: OK Matsepe  
Translator: Lucy Ndlovu and Seleka Tembane  
December 2018 | 168 pages | 9780190737825

"We yearn to live, yet living frustrates us; we yearn to strive higher, yet striving frustrates us; we yearn for progress, yet progress frustrates us. Truly, life is nothing but a race that everyone wants to win." Follow the shenanigans of two schemers who set two traditional Kopa kings against each other, and the resultant warfare and civil lawsuits.

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## The Lawsuit of the Twins

Original title: Ityala Lamawele (isiXhosa)  
Original author: SEK Mqhayi  
Translator: Thokozile Mabeqa  
December 2018 | 83 pages | 9780190744397

"I'm laying a charge!" Which of the twins – Babini or Wele – should inherit the homestead when their father dies? This classic tale of a court case among the Xhosa in precolonial times shows how the law and justice were applied with wisdom and consultation, and the importance of social values in these rulings.

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## Don Jadu

Original title: UDon Jadu (isiXhosa)  
Original author: SEK Mqhayi  
Translator: Thokozile Mabeqa and Nosisi Mpolweni and Thenjiswa Ntwana  
December 2018 | 108 pages | 9780190737085

Mqhayi dreams of the reunification of the Xhosa people under the leadership of Don Jadu, a high principled black statesman, in this utopian view of what it takes to create a great nation.

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## Stitching a whirlwind: An anthology of southern African poems and translations

Original Language: isiZulu, isiXhosa, Sesotho, Sepedi and Setswana  
Original author: Various  
Translators: Nkosinathi Sithole, Biki Lepota, Tšepiso Samuel Mothibi, Stephen Masote, Koos Oosthuysen, Fred Khumalo, David wa Maahlamela, Gabeba Baderoon, Loyiso Mletshe, Zukile Jama, Johannes Lenake, Thokozile Mabeqa, Ncedile Saule and Rita Barnard  
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42 poems by 29 African poets, side-by-side in both languages, bring you descriptions of life, love and nature, the sinking of the SS Mendi, politics, World War I and II and praise songs to great leaders. Be delighted and challenged by the treasures now accessible through the translation into English of the poetry of southern Africa.

## PSYCHOLOGY

### Clinical Psychology

Diagnostic and Statistical Manual of Mental Disorders 5e .....	8
Introduction to Psychological Assessment in the South African Context 5e .....	9
Personality Psychology 2e .....	10
Psychology: An Introduction 5e .....	11
Understanding Psychopathology: South African Perspectives 3e .....	11

### Educational Psychology

Child and adolescent development 2e .....	12
Educational Psychology in Social Context: Ecosystemic applications in southern Africa 6e .....	13

### Industrial and Organisational Psychology

Introduction to Work Psychology 3e .....	14
Organisational Behaviour 2e .....	14
Personnel Psychology: An Applied Perspective 3e .....	15
Psychology in the work context 5e .....	16

## SOCIAL SCIENCES

### Communication and Media

Introduction to Scholarship: Building Academic Skills for Tertiary Study 2e .....	18
Business Communication 2e .....	18
English for academic purposes .....	19
Handbook of Public Relations 11e .....	20
Media Studies: Critical African and Decolonial Approaches .....	20
Strategic Communication: South African Perspectives .....	21

### Criminology

Contemporary Criminology in Practice in South Africa .....	21
--	----

### Politics

South African Politics: An Introduction 2e .....	22
--	----

### Public Administration

A Practical Introduction to Public Management .....	22
Leadership .....	23
Public Administration and Management in South Africa: A Developmental Perspective .....	23
South African Governance .....	24

### Research Methodology

Research Methodology: Business and Management Contexts 2e .....	25
The Practice of Social Research .....	25

### Social Work

Introduction to Social Work in the South African Context .....	26
Person-Centred Facilitation: Process, Theory and Practice 4e .....	27
Social Welfare and Social Development 2e .....	27
Theories for decolonial social work practice in South Africa .....	28
The Political Economy of Social Welfare Policy in Africa: Transforming Policy through Practice .....	28

### Statistics

Statistics for the Social Sciences using Excel®: A first course for South African students .....	29
--	----

## SOCIAL SCIENCES TITLES FROM OUP UK

International Relations Theories: Discipline and Diversity 4e .....	30
Media and Society 6e .....	30
Politics in the Developing World 5e .....	30
The Globalization of World Politics 2e .....	30

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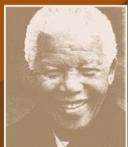


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