

Teaching Resources Guide for Public Affairs and Administration

Marc Holzer, Editor

Teaching Resources Guide for Public Affairs and Administration

Editor

Marc Holzer
School of Public Affairs and Administration
Rutgers University - Campus at Newark

Associate Editor

Portia Diñoso
School of Public Affairs and Administration
Rutgers University - Campus at Newark

Contributors

Michelle Collins
Robert Friday
Chulwoo Kim
Sunjoo Kwak
Aroon Manoharan
Gautam Nayer
Alicia Schatteman
Mary Beth Vergara

This volume contains contributions by faculty and doctoral students at the School of Public Affairs and Administration, Rutgers University - Campus at Newark.

Published by



National Association of Schools of Public Affairs and Administration
Washington, DC
www.naspaa.org

Website

<http://spaa.newark.rutgers.edu/research.html>

Reproduction

This book may be reproduced for personal and non-commercial use.

Teaching Resources Guide for Public Affairs and Administration

This book may be reproduced for personal and non-commercial use.

Comments, suggested additions and corrections should be sent to:

National Center for Public Performance
School of Public Affairs and Administration (SPAA)
Rutgers, The State University of New Jersey
360 Dr. Martin Luther King Blvd.
703 Hill Hall
Newark, New Jersey 07102

spaa@andromeda.rutgers.edu

ISBN 978-0-942942-07-1

Teaching Resources Guide for Public Affairs and Administration

Table of Contents

Introduction	1
Section I Instructional Resources.....	3
Section II Academic Integrity.....	11
Section III Cases for the Classroom.....	25
Section IV Syllabi.....	55
Section V Textbooks and Publishers	63
Section VI Simulations.....	305
Section VII Teaching Statistics & Research Methods.....	321

Introduction

Teaching is an essential aspect of programs in public affairs and administration. Our students look to our faculties for substantive, enlivening courses. But effective pedagogy cannot be taken for granted. Although faculty members are both producers and consumers of pedagogical innovations, beyond the publication of textbooks those learning resources often enjoy only limited distribution. This compendium is an effort to bring together a broad array of teaching and learning resources in public affairs and administration, and to make each directly available via a web link.

Surprisingly, thousands of those resources are available to faculty in our field. Some have been developed by university instructional centers and address common concerns, such as academic integrity, course design, diversity, collaboration, testing, or new technologies. Many are drawn from the work of colleagues in NASPAA-member institutions, offering cases, syllabi, and a broad range of teaching resources pertinent to the public and non-profit sectors. Perhaps the largest set of resources are those published texts that are the foundations for most of our course offerings.

This project was inspired by the Public Administration Teaching Roundtable, an informal group of academics centered in the New York Metropolitan area that met regularly in the 1970s and 1980s to discuss innovative means for enlivening the classroom. With the advent of Web-based links to publications and other teaching resources, broader opportunities for disseminating such educational innovations are now more "virtual." This Guide is intended as the first iteration in a new electronic dialogue, or Roundtable, with annual revisions based on input from our large teaching community, and perhaps a continuing web-based discussion.

Marc Holzer
School of Public Affairs and Administration
Rutgers University-Campus at Newark

Please email suggestions, updates, additions, and/or changes to spaa@andromeda.rutgers.edu Thank you.
Contact Information Name: Phone: Email:
Suggestions/Updates/Additions:

Section I: Teaching Resources

Teaching Resources, which includes Teaching Techniques and Online Teaching Forum, offers a wide range and variety of valuable resources for instructors. It covers how to design a course; responding to a diverse student body; discussion; lecture; collaborative strategies; student learning and its enhancement; writing assignments; testing and grading; instructional media and technology; assessing student learning and teaching; T.A. training and development; viewpoints; and philosophy.

Instructional Resources

Teaching Techniques

Teaching Tips Index, Honolulu Community College

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm#technique>

Data is sorted by the following topics:

- The First Day
- Preparing a course syllabus
- Preparing a lesson plan
- Teaching techniques
- Course design
- Communication
- Critical thinking
- Using questions effectively in teaching
- Instructional assessment techniques
- Teaching organization
- Human development
- How people learn
- Paying attention to core academic and workplace skills
- Motivating students
- Dealing with difficult behaviors
- Dealing with stress
- Feel good about teaching

A Berkeley Compendium of Suggestions for Teaching with Excellence, University of California, Berkeley

<http://teaching.berkeley.edu/compendium/>

The suggestions included in this compendium, with few exceptions, are the contributions of more than 150 members of the faculty of the University of California, Berkeley. These faculty members, which include over one-third of the past recipients of the Distinguished Teaching Award, opened their classrooms to evaluation by the project staff and gave generously of their time, their experience, and their ideas for teaching with excellence. It is to them that our greatest debt of thanks is owed.

Center for Teaching and Learning, Indiana State University

<http://web.indstate.edu/ctl/tips/tips.html>

Good Teaching Techniques

<http://teaching.berkeley.edu/bgd/teaching.html>

Tools for Teaching, Davis, B.G., Jossey-Bass; San Francisco, 1993

A compendium of classroom-tested strategies and suggestions designed to improve the teaching practices of all college instructors, including beginning, mid-career, and senior faculty members. The book describes 49 teaching tools that cover both traditional practical tasks, such as writing a course

syllabus and delivering an effective lecture. It also describes newer, broader concerns such as responding to diversity on campus and coping with budget constraints.

Deliberations on Teaching and Learning in Higher Education

<http://www.londonmet.ac.uk/deliberations/>

Content includes extracts of published articles in learning and teaching case studies. Articles focus on teaching and learning articles. In addition, comments contributed by readers and issues brought about by discussions addressing learning and teaching issues are linked to related resources and relevant publishers.

Maricopa Center for Learning and Instruction

<http://www.mcli.dist.maricopa.edu/ae0/>

This site has been designed to help faculty and administrators access useful resources about assessment and evaluation of teaching and learning. This site is organized in three sections: assessment, institutional effectiveness, and evaluation. We offer information specific to each section; access to related web sites and tools; a description of resources available from the MCLI A/E collection; and a current listing of upcoming events at the local and national levels.

National Teaching and Learning Forum

<http://www.ntlf.com/>

The National Teaching and Learning Forum began publication in the fall of 1991 as a joint venture with the ERIC Clearinghouse on Higher Education. Previously, ERIC/HE published a series of short books reviewing research literature on various higher education topics, which embrace the ideas as exhibited in The National Teaching and Learning Forum and as an extension of its mission.

Teaching Effective Program, University of Oregon

<http://tep.uoregon.edu/resources/index.html>

The Teaching Effectiveness Program provides a wide range and variety of valuable resources for instructors. Materials include general classroom resources, information focusing on diversity, articles about featured University of Oregon teachers, library listings, and web links.

Teaching Resource Center, Virginia Tech

http://trc.virginia.edu/Publications/Teaching_Concerns/TC_Topic.htm

Many of the articles in TRC's newsletter, *Teaching Concerns*, provide tips on ways to improve teaching. The different tips are grouped by category and cross-listed where appropriate.

Teaching Tips Archive

<http://www.indstate.edu/cirt/pd/tips/tips.html>

This site includes more information on the following topics:

- Adult Student Development
<http://www.indstate.edu/cirt/pd/tips/development.htm>
- Assessment and Grading
<http://www.indstate.edu/cirt/pd/tips/grading.htm>

- Class Participation - Student Motivation
<http://www.indstate.edu/cirt/pd/tips/participation.htm>
- Collaborative/Cooperative Learning Environments
<http://www.indstate.edu/cirt/pd/tips/collaborative.htm>
- Ethics and Teaching - Academic Integrity
<http://www.indstate.edu/cirt/pd/tips/ethics.htm>
- Handling Stress
<http://www.indstate.edu/cirt/pd/tips/stress.htm>
- Learning Strategies - Goal Setting
<http://www.indstate.edu/cirt/pd/tips/strategies.htm>
- Lecture Approach
<http://www.indstate.edu/cirt/pd/tips/lecture.htm>
- Opening Closing Routines
<http://www.indstate.edu/cirt/pd/tips/routines.htm>
- Reflective Teaching
<http://www.indstate.edu/cirt/pd/tips/reflective.htm>
- Teacher-Student Feedback
<http://www.indstate.edu/cirt/pd/tips/feedback.htm>
- Teaching - Learning Styles
<http://www.indstate.edu/cirt/pd/tips/styles.htm>

Theory into Practice (TIP)

<http://tip.psychology.org/>

TIP is a tool intended to make learning and instructional theory more accessible to educators. The database contains brief summaries of 50 major theories of learning and instruction. These theories can also be accessed by learning domains and concepts.

Links to pages created by faculty worldwide who are using the Web to deliver course materials

Campus Technology

<http://www.campus-technology.com/index.asp>

Campus Technology is the only monthly publication focusing exclusively on the use of technology across all areas of higher education. *Campus Technology* provides in-depth, aggressive coverage of specific technologies, their uses and implementations, including enterprise resource planning; e-Learning and course management systems; presentation technologies; communication, portal, and security solutions - all the important issues and trends for campus IT decision makers.

Center for Teaching at the University of Iowa

<http://www.uiowa.edu/~centeach/tgi/>

The Center for Teaching at The University of Iowa is pleased to bring the Teaching Goals Inventory to you online. Here you can fill out the inventory with a few (well, about 53 actually) clicks and automatically see your scores. Your score report will also contain comparative scores from large samples.

Faculty Development Associates

<http://www.developfaculty.com/>

Governance, the Public Sector and Corporate Power

<http://www.athabascau.ca/courses/govn/301/>

Graduate Student Development, University of Nebraska-Lincoln

Teaching Tips

<http://www.unl.edu/gradstudies/gsapd/instructional/teachingtips.shtml>

Human Resources Management

<http://carbon.cudenver.edu/~ldeleon/pad5220/menu.html>

Innovative Public Management

<http://www.athabascau.ca/courses/govn/405/index.html>

Multimedia Educational Resource for Learning and Online Teaching

<http://www.merlot.org/Home.po>

MERLOT is a free and open resource designed primarily for faculty and students of higher education. Links to online learning materials are collected here along with annotations such as peer reviews and assignments.

Public Management and Applied Statistics

<http://www.udel.edu/htr/Statistics/index.html>

Public Policy and Administrative Governance

<http://www.athabascau.ca/courses/govn/390/>

Public Policy in a Global Era

<http://www.athabascau.ca/courses/govn/403/>

Urban Agenda for Texas

<http://uts.cc.utexas.edu/~bobprp/index.html>

Online Teaching Forums

APSA Teaching

<http://www.apsanet.org/teach/index.cfm>

A key component of APSA's mission is to support political science education and professional development of its practitioners. Teaching is a vital component of our discipline. In numerous ways, the Association seeks to generate a greater understanding of cutting-edge pedagogical approaches, techniques, and methodologies that can be effectively applied in the political science classroom.

APSA Teaching Programs and Services

[Office of Education and Professional Development](#)

[Conference on Teaching and Learning](#)

[Publications](#)

[Committees and groups dedicated to teaching](#)

[Website teaching resources](#)

An effort to recruit political scientists from teaching-intensive institutions for leadership roles in APSA governance.

Center for Excellence in Learning and Teaching

<http://www.celt.iastate.edu/about/homepage.html>

The Center for the Enhancement of Learning and Teaching was first established by the Iowa State University Faculty Senate in 1993. Formerly known as the Center for Teaching Excellence (CTE), the center had a small staff and focused on development for full-time faculty. Following an external review in 2000 and a needs assessment survey the following year, the Center increased in size and expanded its audience to include non-tenure track faculty and teaching assistants as well as tenure-line faculty.

In July 2004, we reorganized as the Center for Excellence in Teaching and Learning (CELT). This name change reflects not only our emphasis on student learning but also the added components of the Center's work: [Preparing Future Faculty](#) (PFF), increased emphasis on [Scholarship of Teaching and Learning](#), instructional design, and effective practice in using [Learning Technologies](#).

CELT also works collaboratively with other campus initiatives related to enhanced learning, such as [Learning Communities](#), [Student Outcomes Assessment](#), [Academic Success Center](#), [ISUComm](#), the [Faculty Senate Curriculum](#) committee, and classroom design.

The Teaching Professor

<http://www.teachingprofessor.com/>

For 19 years, *The Teaching Professor* newsletter has been the leading source of information and inspiration for educators committed to creating a better learning environment.

Teaching Politics

<http://teachpol.tcnj.edu/>

Teaching Politics Techniques & Technologies is devoted to increasing the quality of teaching and learning about politics in higher education settings. It is published by William J. Ball, Department of Political Science, the College of New Jersey. All of the material on Teaching Politics is copyrighted by its author (or other entity, as indicated) but is free to the public.

MERLOT

<http://www.merlot.org/Home.po>

MERLOT is a free and open resource designed primarily for faculty and students of higher education. Links to online learning materials are collected here along with annotations, such as peer reviews and assignments.

National Education Association

<http://www2.nea.org/he/abouthe/techip.html>

A compilation of higher education resources for online teaching by the NEA

World Lecture Hall

<http://web.austin.utexas.edu/wlh/>

World Lecture Hall publishes links to pages created by faculty worldwide who are using the Web to deliver course materials in any language. Some courses are delivered entirely over the Internet. Others are designed for students in residence. Many fall somewhere in between. In all cases, they can be visited by anyone interested in courseware on the Internet — faculty, developers, and curious students alike.

Section II: Academic Integrity

Educators and students must adhere to ethical codes of conduct. There are many resources that provide information to faculty members as to how to address ethical issues, such as plagiarism and cheating among students. The resources included in this section cover academic integrity and case studies; support organizations; how to cite sources; understanding plagiarism; and cyber-plagiarism.

General Resources

Academic Integrity in the Classroom

Main Website: <http://www.lib.umich.edu/acadintegrity/>

Resource Bibliography: <http://www.lib.umich.edu/acadintegrity/reading/bibliographies/renoirbib.htm>

Available through the University of Michigan, this website contains many resources for both faculty and students. It includes a bibliography for further reading on the subject.

The Center for Academic Integrity

<http://www.academicintegrity.org/index.asp>

A premier website dedicated to academic integrity. CAI is a consortium of nearly 400 institutions dedicated to the ideas of and research about academic integrity. Dr. Don McCabe of Rutgers University–Newark was the founding President. Presently, it is affiliated with the Kenan Institute for Ethics at Duke University in Durham, North Carolina. The site requires membership and a password but does have some information available to the general public.

Center for Intellectual Property

http://www.umuc.edu/distance/odell/cip/links_plagiarism.html

This website is geared towards both student and instructor and contains a comprehensive listing of resources on the web and in print. The site is maintained by the University of Maryland – University College. Includes links to theories on why students cheat; larger academic integrity issues; and bibliographies. Very comprehensive site.

Integrity @ NJIT

<http://integrity.njit.edu/>

Very comprehensive website maintained by the New Jersey Institute of Technology, containing materials of interest to both students and faculty. It includes a section on current news about academic integrity.

Integrity in Scientific Research Resource Guide

Website that contains links dedicated to resources for those engaged in research. Includes links to reports, videos, policy statements, journals and other essential resources.

<http://www.aaas.org/spp/video/reports.htm>

Case Studies and Special Topics

Academic Integrity – The Bridge to Professional Ethics

<http://www.isis.duke.edu/sthv/videos.html>

A video that depicts four scenarios about academic integrity. For more information, visit the website below – last video on the page. Short preview clip is available using the quick-time plug in.

Academic Integrity Case Studies

A series of case studies for instructors regarding academic integrity. Can be used directly with students' according to the site. Site is maintained by the University Of Michigan Library.

http://www.lib.umich.edu/acadintegrity/instructors/case_studies/

Academic Integrity Case Studies

<http://istudy.psu.edu/FirstYearModules/CopyrightPlagiarism/CaseStudies.html>

Original site: <http://www.osai.umn.edu/case.html>

A series of ten case studies provided by the University of Minnesota along with the responses of students.

Cheating Crisis in America's Schools

http://www.abcnewsstore.com/store/index.cfm?fuseaction=customer_product&product_code=P040429%2001&category_code=30

ABC Primetime Live, 4/29/04. Producer, Claire J Weinraub, directed by George Paul, hosted by Charles Gibson. Six month investigation of colleges and high schools to learn how and why students are cheating. Can be purchased through the ABC News Store.

Cheating and the World Wide Web

<http://ethics.sandiego.edu/video/CEPE2000/Cheating/>

<http://ethics.sandiego.edu/Resources/AcademicIntegrity/Index.html>

Series of videos on cheating and the world wide web hosted by the University of San Diego

Cyber-Plagiarism: Detection and Prevention

<https://mywebspace.wisc.edu/kjdunn/web/home.html>

Website dedicated to cyber-plagiarism including many useful links for faculty. Created *Revised for WAICU--Plagiarism in Wisconsin Colleges and Universities: Understanding and Response October 18, 2004.*

Ethics Updates

General Site: <http://ethics.sandiego.edu>

Specific site for case studies: <http://ethics.sandiego.edu/resources/cases/HomeOverview.asp>

Website founded by Lawrence Hinman at University of San Diego. The site contains an array of resources including links to case studies, videos and theoretical readings of a wide nature. There are some specific academic case studies within that section.

Faculty Collaboration. Ann Austin and Roger Baldwin.

<http://www.ericdigests.org/1992-2/faculty.htm>

Article from the Eric Digest about faculty collaboration including guidelines for authorship, why collaboration is important, and how it enhances scholarship.

Publication Date: 1992-05-00

Author: Austin, Ann E. & Baldwin, Roger G.

Source: ERIC Clearinghouse on Higher Education Washington DC. George Washington Univ. Washington DC. School of Education and Human Development.

Fostering Academic Integrity in the Classroom

http://faculty.baruch.cuny.edu/blsci/main/alnteg_index.asp

A series regarding academic integrity in the classroom at Baruch College. Site includes video clips from a conference held in November 2003.

Integrity in the On-line Classroom

<http://cats.eiu.edu/online/onlineLearning/integrity.php>

A video dedicated to assist faculty new to on-line teaching and help them foster academic integrity in the virtual classroom. Developed by Eastern Illinois University – Charleston, Illinois.

LBJ School of Public Affairs Graduate Writing Center

<http://www.utexas.edu/lbj/students/writing/>

The LBJ School of Public Affairs Graduate Writing Center offers LBJ graduate students individualized assistance at any stage of the writing process. The writing center encourages critical reflection and prepares writers to make effective decisions about their texts. One of the center's goals is to engage the LBJ School of Public Affairs community in critical discussion about writing by providing individual consultations and writing workshops.

North Carolina State University

http://www.ncsu.edu/stud_affairs/osc/AIpage/case.html

Website maintained by NC State that provides links to three example cases to illustrate problems of academic integrity. Good website for students.

On My Honor

<http://www.virginia.edu/onmyhonor/>

A video production by the University of Virginia designed to introduce students to the honor code of the University.

Plagiarism: it's a crime.

https://www.evndirect.com/shopping/product_details.php?id=336

Absalom Productions; written by Kevin Wetherington; produced, directed and edited by Ron Green. Distributed by Educational Video Network, 2004. "Definitions of plagiarism, and consequences, reasons why people plagiarize, types of plagiarism, and strategies for avoiding plagiarism." Can be purchased from the website of the Educational Video Network.

Promote & Protect Academic Integrity on Your Campus. University of Vermont Video Conference Production.

Toward a Culture of Academic Integrity – Don McCabe and Patrick Drinan

Chronicle of Higher Education, October 15, 1999.

<http://chronicle.com/errors.dir/noauthorization.php3?page=/weekly/v46/i08/08b00701.htm>

Virtual Academic Integrity Laboratory

<http://www.umuc.edu/distance/odell/cip/vail/students/AlatUMUC/>

Portion of a site maintained by University of Maryland –University College that contains a series of seven video clips, including proper citation techniques, links to external resources for checking papers for faculty, and other tools.

York University

http://www.yorku.ca/tutorial/academic_integrity/case1.html

Series of three websites designed to help students understand more about academic integrity.

For Students

Nearly every university in the United States has a statement on student conduct and academic integrity. This section highlights sites that go beyond the academic honor code. Also included in this section are tools for students to help develop an understanding of academic integrity.

Academic Integrity at Princeton

<http://www.princeton.edu/pr/pub/integrity/>

This website contains information on how to cite resources, guides for collaboration, examples of plagiarism and an interesting section entitled 'not-so-common knowledge' that is particularly helpful to all interested in maintaining the highest standards of academic integrity.

APA Style

<http://www.apastyle.org/>

The American Psychological Association (APA) style guide provides some tips for students on line at its website. Particularly helpful information about citation, collaboration and other components of academic integrity can be found on-line.

On My Honor

<http://www.virginia.edu/onmyhonor/>

A video production by the University of Virginia designed to introduce students to the honor code of the University.

MLA Style

<http://www.mla.org/style>

Although the Modern Language Association does not publish it's style guide on the web, the site does provide resources for students that may be of use.

Sources: Their Use and Acknowledgement

<http://www.dartmouth.edu/%7Esources/>

Outstanding website from Dartmouth College for students on how to properly cite and use resources in all aspects of their academic careers. One of the most comprehensive sites on the internet.

Student Judicial Service – University of California - Davis

<http://sja.ucdavis.edu/academic-integrity.html>

What is Integrity and what can I do to avoid problems? Multiple resources for students to avoid problems in violating the principles of academic integrity.

York University

http://www.yorku.ca/tutorial/academic_integrity/

A website designed for students of the university to understand their policies and procedures on academic integrity. Includes both public portions of the site that provide definitions and suggestions, as well as a password accessed portion of the site for students to test their knowledge of the University specific policies.

For Faculty

American Library Association - Copyright Issues section

<http://www.ala.org/ala/washoff/WOissues/copyrightb/copyright.htm>

Site providing links to many resources for copyright including the Digital Millennium Copyright Act (DMCA), resources for faculty, etc.

Center for the Advancement of Teaching – Rutgers University

<http://cat.rutgers.edu/integrity/faculty.html>

Comprehensive site dedicated to faculty resources regarding academic integrity at Rutgers University. Site has information that is useful to those in any institution.

Copyright and Fair Use in the Classroom

<http://www.umuc.edu/library/copy.html>

One of the most interesting problems facing faculty and their role in integrity is the issue of fair use and copyright. This site, maintained by the University of Maryland – University College is a good beginning site for faculty.

Determining Authorship Order on Faculty-Student Collaborations

<http://www.apastyle.org/authorship.html>

A guideline on how to determine authorship provided by the American Psychological Association (APA).

Ethical Guidelines for Educational Developers

<http://www.podnetwork.org/development/ethicalguidelines.htm>

A website maintained by the Professional and Organizational Development Network in Higher Education that provides a set of guidelines for educators and helps define ethics for educators in higher education.

Fair Use Guidelines from the University of Texas

<http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>

This site focuses primarily on fair-use issues with respect to multimedia – another growing field of debate with respect to faculty responsibility in integrity.

Intellectual Property in Distance Education – AAUP Guidelines

<http://www.aaup.org/AAUP/issued/DE/>

With the growing use of multi-media tools for the delivery of education, faculty face new challenges to intellectual property issues and how to avoid the pitfalls of inadvertently ‘borrowing’ the work of their peers, and a host of other, more complex issues. Suggested guidelines for institutions from the AAUP.

Moraine Valley Community College

<http://www2.morainevalley.edu/default.asp?SiteId=10&PageId=249>

Listing of resources available for faculty and students. Includes articles, websites, books, on-line quizzes to test your knowledge, and videos.

Office of Teaching Advancement – University of Toronto

<http://www.utoronto.ca/ota/resources/index.html>

This website maintained by the university has sections ranging from faculty preparation to issues that relate particularly to teaching assistants. Also includes other links to external sites and references.

Strategies to Promote Integrity – University of California Santa Barbara

<http://www.oic.id.ucsb.edu/Resources/Teaching/Integrity.html>

Resource designed to assist faculty and help them understand their role in fostering academic integrity.

Ten Principles of Academic Integrity

<http://www.collegepubs.com/ref/10PrinAcaInteg.shtml>

Short website that illustrates ten basic principles for faculty regarding academic integrity. Written by Don McCabe and Gary Pavela.

Turnitin.com

<http://www.turnitin.com/static/home.html>

A virtual website detection tool for faculty to upload student papers and verify their originality.

What About Faculty Integrity?

<http://www.campussaskatchewan.ca/default.asp?css=1&page=85>

Small article about faculty integrity raising interesting issues and providing links to other resources valuable to faculty. Maintained by Campus Saskatchewan – ‘a partnership of educational institutions’

Integrity/Ethics related to Faculty of Higher Education (published sources)

Author	Morgan, Betsy Levonian.
Title	Students' and Professors' Views on the Ethics of Faculty Behavior.
Date of Publication	August 1996
Abstract	This study compared students' and professors' perceptions of the ethicalness of faculty behavior. A total of 115 professors and 157 undergraduate students at a medium-sized public Midwestern university completed a 16-item faculty behavior scale adapted from Tabachnick and colleagues (1991) work. Significant differences between student and faculty responses were found on 7 of the 16 faculty behaviors. Faculty saw ensuring popularity with easy tests, sexual involvement with a student, accepting a textbook rebate, and profanity in lectures as more unethical than did students, while students saw the breaking of a confidence, the use of old lecture notes, and the teaching of

unmastered material as more unethical than did faculty. Focus groups were conducted with 38 students and 19 faculty and 10 faculty were interviewed. The five major themes generated by the student groups were: (1) favoritism toward individuals, or groups; (2) poor treatment of students or lack of respect toward students; (3) imposing personal or political beliefs on students; (4) prejudging or stereotyping students, and (5) use of profanity. Faculty groups identified the following themes: (1) responsibility toward students; (2) power issues with students; (3) hypocrisy within the institution; (4) lack of institutional role in ethical awareness; and (5) professional misconduct. It is suggested that institutions should play a larger role in promoting discussions about ethics in academics. (Contains 14 references.) (MDM)

Author Campbell, Elizabeth.
Title Connecting the Ethics of Teaching and Moral Education.
Source Journal of Teacher Education. v48 n4 p255-63 Sep-Oct 1997.
Date of Publication 1997
Abstract Moral educators understand the moral and ethical complexities of their role; possess expertise in interpreting their behavior and discerning its influence on students, and act ethically within the context of professional responsibility. Teacher education programs must concentrate on addressing ethics. The case study method can be effective in teaching preservice educators about moral and ethical teaching. (SM)

Author Knight, Jonathan. Auster, Carol J.
Title Faculty Conduct: An Empirical Study of Ethical Activism.
Source Journal of Higher Education. v70 n2 p188-210 Mar-Apr 1999.
Date of Publication 1999
Abstract A study examined ethical activism, the willingness of college professors to inquire about or report possible unethical conduct by colleagues. Using data from a national empirical study of ethics and the academic profession, characteristics of faculty who engaged in ethical activism are examined, as are the consequences of ethical activism for enforcement of ethical standards in the academic profession. (Author/MSE)

Author Hogan, Patrick Colm.
Title The Ethics of Tenure Decisions.
Source Higher Education Review. V30 n3 p23-41 Sum 1998.
Date of Publication 1998
Abstract Examines two aspects of faculty tenure decisions with ethical implications: criteria used in deciding to retain or dismiss a tenure candidate, and what is possible to judge with reasonable accuracy when evaluating such a candidate. Recommends that narrow, arbitrary evaluation criteria be avoided, including those promoted as "high academic standards," and that nonarbitrary criteria be applied consistently. (MSE)

Author Mangan, Katherine S.
Title Harvard Weighs a Change in Conflict-of-Interest Rules.
Source Chronicle of Higher Education. v46 n37 pA47-48 May 19, 2000.
Date of Publication 2000
Abstract Reports that Harvard University Medical School is considering policy changes that would ease financial restrictions in its conflict-of-interest standards for faculty researchers. Supporters argue that such changes are necessary to attract and retain top researchers, but ethicists warn that as collaborations between industry and academic medicine increasingly offer large financial rewards, medical schools should be more, not less, vigilant. (DB)

Author Goonen, Norma M. Blechman, Rachel S.
Title Higher Education Administration: A Guide to Legal, Ethical, and Practical Issues. The Greenwood Educators' Reference Collection.
Availability Greenwood Publishing Group, 88 Post Road West, Box 5007, Westport, CT 06881 (\$69.50); Tel: 203-226-3571 or 800-225-5800 (toll-free); e-mail: bookinfo@greenwood.com; Web site: <http://www.greenwood.com>.
Date of Publication November 1999
Abstract This book addresses many of the major decisions that academic administrators in higher education face on a daily basis, highlighting the relationship between the academic administrator and faculty members relative to several issues. Eight chapters examine: (1) "A Delicate Balance: Legal, Ethical, and Practical Issues"; (2) "Hiring Issues"; (3) "Compensation and Employment Issues"; (4) "Promotion and Tenure Issues"; (5) "Terminations, Nonrenewals, and Reductions in Force"; (6) "Academic Freedom"; (7) "Student Disputes on Academic Matters"; and (8) "Transcript and Degree Issues." Each chapter discusses legal parameters and ethical considerations, offers practical suggestions, and presents an illustrative case. Appended are: values audit process; the American Association of University Professors (AAUP) "Statement on Professional Ethics"; the American Association of University Administrator's "Mission Statement and Professional Standards"; the AAUP "Statement on Conflicts of Interest"; AAUP's "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities"; the AAUP "1940 Statement of Principles on Academic Freedom and Tenure, with 1970 Interpretive Comments"; the AAUP "Statement on Procedural Standards in Faculty Dismissal Proceedings"; and AAUP's "Academic Freedom and Artistic Expression." A table of cases is also included. (SM)

Author Cragg, Wesley.
Title Ethics and the Academy: Lessons from Business Ethics and the Private Sector.
Source Canadian Journal of Higher Education. v30 n3 p127-58 2000.
Date of Publication 2000
Abstract Explores the idea that accountability is a moral concept central to understanding the modern corporation and considers how this applies to universities, which are not seen as private sector corporations, but which clearly have many similarities. Accountability is an important response to the problems of the modern university. (SLD)

Author Calabrese, Raymond L. Barton, Angela Calabrese.
Title The Practice of Integrity Within the University.
Source Journal of Educational Thought/Revue de la Pensee Educative. v34 n3 p265-84 Dec 2000.
Date of Publication 2000
Abstract Examines the practice of integrity within university programs and its relation to faculty and the community, and presents case studies that demonstrate the complexity of organizational integrity. States that aligning values with practical theories requires a commitment to ethical action and integrity in order to fulfill the tenets of the university's social contract. (Contains 30 references.) (CW)

Author Braxton, John M. Bayer, Alan E.
Title Faculty Misconduct in Collegiate Teaching.
Availability Johns Hopkins University Press, 2715 North Charles St., Baltimore, MD 21218-4363 (\$34.95). Web site: <www.press.jhu.edu>.
Date of Publication September 07, 1999
Abstract This book addresses issues of impropriety and misconduct in the postsecondary teaching role. It reports on three surveys of faculty members conducted over 6 years at research universities, liberal arts colleges, and two-year community, junior, and technical colleges. In each survey an equal number of faculty members were selected from each of four disciplines: biology, history, mathematics, and psychology. Analysis examines how individual, disciplinary, and institutional differences influence professorial behavior in undergraduate teaching. The book finds that in contrast to the more explicitly understood and enforced rules of conduct in research, teaching norms are informally defined and observed. The book argues that a formal code of ethics for undergraduate teaching would serve the dual purpose of improving undergraduate education and elevating the status of college teaching. The 10 chapters address the following topics: (1) the centrality of norms to academic work; (2) design of the studies; (3) inviolable norms; (4) admonitory norms; (5) institutional type and norm espousal; (6) academic disciplines and norm espousal; (7) individual faculty characteristics and norm espousal; (8) social control of teaching misconduct; (9) prior formalized teaching prescriptions and proscriptions; and (10) implications for theory, research, policy, and practice. The survey and statistical analyses are appended. (Contains approximately 200 references.) (DB)

Author Casteen, John T, III.
Title The Ethical Impasse of Academic Earmarking.
Source Presidency. v5 n1 p22-26 Win 2002.
Date of Publication 2002
Abstract Asserts that growth in the number of earmarks that research universities seek and obtain seems simultaneous in relieving some of research's growing pains and to challenge long-held academic values. Discusses how for college presidents who pursue them, the dilemma over earmarks as a component of the funding process causes loud, but perhaps healthy, cognitive dissonance. (EV)

Institution Duke Univ., Durham, NC. Center for Academic Integrity.[BBB36620]
Title The Fundamental Values of Academic Integrity: Honesty, Trust, Respect, Fairness, Responsibility.
Date of Publication October 1999
Abstract The Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values come principles of behavior that enable academic communities to translate ideals into action. This essay discusses each of these values and poses some questions institutions and administrators should ask themselves about these values in operation on their campus. Seven recommendations for academic integrity have been developed that are appropriate to every institution of higher education: (1) have clear academic integrity statements, policies, and procedures that are consistently implemented; (2) inform and educate the entire community about academic integrity policies and procedures; (3) promulgate and practice these policies and procedures rigorously from the top down and support those who uphold them; (4) have a clear, accessible, and equitable system to adjudicate suspected violations of policy; (5) develop programs to promote academic integrity among all segments of the campus community; (6) be alert to trends in higher education and campus technology; and (7) regularly assess the effectiveness of policies and procedures and take steps to improve and rejuvenate them. (SLD)

Author Davis, Michael.
Title Ethics and the University. Professional Ethics Series.
Availability Routledge, 29 West 35th Street, New York, NY 10001 (paperback: ISBN-0-415-18098-8, \$25.99; hardback: ISBN-0-415-18097-x, \$80.). Web site: www.routledge.com.
Date of Publication 1999
Abstract This book brings together the closely related topics of the practice of ethics in the university; "academic ethics"; and the teaching of practical, or applied, ethics in the university. The volume considers practical ethics, research ethics, the teaching of ethics, and sexual ethics as related to the university. The chapters are: (1) "The Ethics Boom, Philosophy, and the University"; (2) "Academic Freedom, Academic Ethics, and Professorial Ethics"; (3) "The New World of Research Ethics: A Preliminary Map"; (4) "Science: After Such Knowledge, What Responsibility?"; (5) "University Research and the Wages of Commerce"; (6) "Of Babbage and Kings: A Study of a Plagiarism Complaint"; (7) "Ethics across the Curriculum"; (8) "Case Method"; (9) "A Moral Problem in the Teaching of Practical Ethics"; and (10) "Sex and the University." (Contains 190 references.) (SLD)

Author Hamilton, Neil W.
Institution American Council on Education, Washington, DC.[FGK01660]
Title Academic Ethics: Problems and Materials on Professional Conduct and Shared Governance. ACE/Praeger Series on Higher Education.
Availability Greenwood Publishing Group, 88 Post Road West, Westport, CT 06881 (\$39.95). Tel: 800-225-5800 (Toll Free); Fax: 603-431-2214; Web site: <http://www.greenwood.com>.
Date of Publication 2002
Country of Publication U.S., Connecticut
Subject Headings *Academic Freedom
*College Faculty
*Ethics
*Governance
*Higher Education
Teacher Responsibility
Teacher Rights
Teacher Role
Audience Type Administrators, Practitioners, Teachers
Abstract This book provides a history of the U.S. tradition of academic freedom, peer review, and shared governance in higher education as a background to a discussion of academic ethics. The book also contains a selection of ethical problems for peer discussion. The chapters are: (1) "Introduction"; (2) "The American Academic Profession: The Tradition of Academic Freedom and Shared Governance"; (3) "Problems on the Duties of Individual Professors"; (4) "Problems on the Rights of Academic Freedom for Individual Professors"; (5) "Problems on the Duties of the Faculty as a Collegial Body"; (6) "Problems on the Rights of the Faculty in Shared Governance"; and (7) "Problems on the Rights of Academic Freedom for Students." Eight appendices contain a summary of principles of professional conduct and statements of principles of various organizations. (Contains 5 diagrams, 3 tables, and 68 references.) (SLD)
Publication Type BOOKS. REPORTS - Descriptive (i.e. Project Descriptions).

Author Bruhn, John G. Zajac, Gary. Al-Kazemi, Ali A. Prescott, Loren D , Jr.
Title Moral Positions and Academic Conduct: Parameters of Tolerance for Ethics Failure.
Source Journal of Higher Education. v73 n4 p461-93 Jul-Aug 2002.
Date of Publication 2002
Subject Headings Behavior Standards
Classification
*College Faculty
*Ethics
Higher Education
Identifiers *Ethical Violations, *Faculty Ethics.
Abstract Explaining that academia is undergoing intense scrutiny by legislators and the public with respect to its accountability, this article examines some common ethical boundaries in the profession of academia and opportunities for ethics

failure to occur, suggests a typology of ethics failure, and explores the response to ethics failure and its consequences for the academic community. (EV)

Publication Type JOURNAL ARTICLES. REPORTS - Descriptive (i.e. Project Descriptions).
ISSN 0022-1546
Language English
Clearinghouse Code Higher Education.

Author Casteen, John T , III
Title The Ethical Impasse of Academic Earmarking.
Source Presidency. v5 n1 p22-26 Win 2002.
Date of Publication 2002
Subject Headings College Presidents
*Ethics
Federal Aid
Government School Relationship
Higher_Education
Problems
Research Universities

Identifiers *Academic Earmarking.

Abstract Asserts that growth in the number of earmarks that research universities seek and obtain seems simultaneous to relieving some of research's growing pains and to challenge long-held academic values. Discusses how, for college presidents who pursue them, the dilemma over earmarks as a component of the funding process causes loud, but perhaps healthy, cognitive dissonance. (EV)

Author Roworth, Wendy Wassynng
Title Professional Ethics, Day by Day.
Source Academe. v88 n1 p24-27 Jan-Feb 2002.
Date of Publication 2002
Subject Headings Codes Of Ethics
*College Faculty
*Ethics
Faculty College Relationship
Higher_Education
Teacher Student Relationship

Identifiers American Association of University Professors, *Faculty Ethics.

Abstract The chair of the American Association of University Professors (AAUP) Committee on Professional Ethics explores faculty obligations to students, institutions, and colleagues. Discusses AAUP's guiding ethical principles and new areas of concern. (EV)

Publication Type JOURNAL ARTICLES. VIEWPOINTS (Opinion Papers, Position Papers, Essays, etc.).
ISSN 0190-2946

Section III: Cases for the Classroom

One important way to obtain knowledge is to analyze experiences and practices. In public affairs and administration, a strong practice-oriented discipline, the case study has been treated as an effective strategy to develop knowledge as to theory and practice. The case study is highly appreciated as a powerful way to teach practitioners. The following section includes on-line case study resources and the web address of institutions that collect and produce case studies in public affairs and administration.

General Resources for Case Studies

Accenture Inc. – Government Client Successes

http://www.accenture.com/Global/Services/Client_Successes/By_Industry/Government/default.htm

Examples of how Accenture is collaborating with government organizations to help turn innovation into results.

The Brookings Institute

Center on Urban the Metropolitan Policy: This site provides case studies on urban related issues. <http://www.brookings.edu/metro/metro.htm>. Additionally, the Bookings Institute has another site that is a general link to the many policy centers that exist under its umbrella. Well worth the time and effort of searching.

<http://www.brookings.edu/index/policycenters.htm>

Case Studies in Public Policy Development by Ginsler & Associates Inc

http://www.ginsler.com/html/partv_a.htm

Ginsler & Associates Inc. brings over 25 years' experience in community development, human services planning, and community capacity building to bear on today's most challenging community issues. Working with community organizations, donors, and governments in such areas as homelessness, hunger, community research, and multi-sector co-ordination and collaboration, we help bring out the best in community service agencies, local businesses, and government Programs.

Hewlett Packard, Case Studies Reservoir

http://h71028.www7.hp.com/enterprise/cache/19045-0-0-225-121.html?jumpid=ex_R2548_go/enterprise

The Large Business Enterprise Division of HP has a rich reserve of successful stories in government and education by using information technology. Search the division's website for examples.

Learning and Teaching Support Network Centre for Economics

<http://www.economics.ltsn.ac.uk/handbook/casestudies/12.htm>

The Learning and Teaching Support Network Centre for Economics (Economics LTSN) centre provides a range of free services that support university teachers of economics in the UK

Microsoft, U.S. Government Cases

<http://www.microsoft.com/industry/government/casestudies.msp>

These Microsoft case studies show how U.S. government organizations are increasing security, reducing operational costs, saving taxpayer money, and improving public services.

PA consulting Group

http://www.paconsulting.com/industries/government_services/case_studies/

A private consulting group's pages about its government service cases. Good resource for variety of items.

Academic Case Study Resources

American University – School of Public Affairs, Center for Congressional & Presidential Studies

<http://spa.american.edu/ccps/publications.php#Case%20Studies>

The Center for Congressional and Presidential Studies (CCPS) is located in the nation's capital at American University. Under the sponsorship of the School of Public Affairs, CCPS provides an integrated teaching, research, and study program focusing on Congress and the presidency and the interactions of these two basic American institutions.

Cascade Center for Public Service

<http://www.cascadecourses.com>

This is a research and training center based at the University of Whington's Daniel J. Evans School of Public Affairs in Seattle. It is a nationally recognized management and training program for senior and mid-level managers

Case Method Website: How to Teach with Cases

University of California, Santa Barbara

<http://www.soc.ucsb.edu/projects/casemethod/teaching.html>

This part of the site consists of some general materials to help you learn to teach with the case method. For teaching specific cases, see the "Teaching Notes" section of the case itself.

**Case Method of Instruction (CMI) Outreach Project
Vanderbilt University**

<http://www.vanderbilt.edu/cmiproject/>

This project aims to increase awareness of the case method of instruction as an alternative or supplement to more traditional methods of early intervention personnel preparation and to increase the number of instructors who are skilled in using the method.

**Case Studies in Science
State University of New York – Buffalo**

<http://ublib.buffalo.edu/libraries/projects/cases/teaching/teaching.html>

This site includes a list of videotapes, articles, books, bibliographies, and web links to the case study literature. In addition, articles and information that are provided exemplify how science and scientific methodological techniques can be introduced into the classroom. The information provides a glimpse of its potential, especially as seen through the eyes of some of its most ardent advocates.

Center for Technology in Government

<http://www.ctg.albany.edu/>

The Center for Technology in Government (CTG) works with government to develop information strategies that foster innovation and enhance the quality and coordination of public services. We conduct applied research and partnership projects on the policy, management, and technology issues surrounding information use in the public sector.

**Citizen Driven Government Performance
(Sloan Funded Performance Measurement Case Studies)**

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/resources.html>

(Available for free download) The cases featured on this website are narratives of citizen-driven initiatives that involve citizens in the measurement of government performance.

Civil Society International

<http://www.civilsoc.org/publadmin.htm>

This webpage contains a large list of resources for public administration professionals. The Civil Society is a non-profit organization dedicated to advancing the principles of democracy in countries that present an otherwise 'hostile' environment to these ideas.

Electronic Hallway

<http://www.hallway.org>

Numerous cases of course design and materials are provided, including links to other sources of information. A password is needed. The Electronic Hallway is administered by the Daniel J. Evans School of Public Affairs at the University of Washington.

E-Governance Institute
Graduate Department of Public Administration
Rutgers University-Newark
<http://www.andromeda.rutgers.edu/~egovinst/Website/bestpracpg.htm>

The Institute is committed, through its work to supporting the gathering and sharing of knowledge, to providing information and data that would promote the understanding of how e-governance can strengthen the fundamental partnership between the public sector and the private citizen.

George Mason University
Center for the Study of Public Choice
<http://www.gmu.edu/centers/publicchoice/>

The Center is a research institution where eminent scholars conduct innovative research, publish their findings and conclusions in a variety of print and electronic media, and teach the science of public choice.

Georgetown University
Institute for the Study of Diplomacy
<http://www.guisd.org/>

These case studies in international affairs are used by thousands of students, at over 175 schools, taught by 700+ faculty. There is no need to create an account to view our catalog. You will be prompted to create a customer account when you add an item to your shopping cart.

John F. Kennedy School of Government
Harvard University
<http://www.ksgcase.harvard.edu> or http://www.hbsp.harvard.edu/b01/en/cases/cases_home.jhtml

The Case Program at the Kennedy School of Government, Harvard University is the world's largest producer and repository of case studies designed for teaching about how government works, how public policy is made, and how nonprofit organizations operate. Use this site to search the case catalog, read abstracts for nearly 2,000 cases, sequels/epilogues and notes, and access full-text cases.

Harvard Business School
<http://www.hbsp.harvard.edu/frames/groups/case/index.html>

Case studies, notes, videotapes, course modules, software and pertinent working papers.

Institute for the Study of Diplomacy
Georgetown University
<http://www.guisd.org>

This site provides case studies on international affairs, available with little charge.

The Leadership Network

http://www.hrma-agrh.gc.ca/leadership/ld_e.asp

Search results of case studies with the search engine. This is a new agency of the Government of Canada, created in June 1998, whose mandate is to promote, develop and support networks of leaders throughout the Public Service of Canada, and to assist them in the ongoing challenge of public service renewal.

Performance Measurement for Governmental Accounting Standards Boards

<http://72.3.167.245/>

This site concerns the use and reporting of performance measures for government services. Performance measures are meant to provide more complete information about a governmental entity's performance than traditional budgets or financial statements and schedules can provide. Performance measures are concerned with the results of the services governments deliver, and help provide a basis for assessing the economy, efficiency, and effectiveness of those services. This site has numerous links to case studies funded by the Alfred P. Sloan Foundation.

Public Performance & Management Review

<http://www.andromeda.rutgers.edu/~ncpp/roundtable/ppmrcases.htm>

This journal has cases and comments.

Temple University, The Fox School of Business, Center for Competitive Government

<http://www.sbm.temple.edu/ccg>

The Center deals with description, evaluation and planning of innovations by government.

University of Nevada Las Vegas

<http://www.unlv.edu/Colleges/Urban/pubadmin/PROFPAP.HTM>

This site provides case studies related to public administration.

University of San Diego

Ethics Case Studies

<http://ethics.sandiego.edu/resources/cases/HomeOverview.asp>

There are 95 case studies including some issues emerging in the public sector. The detailed record of each case contains the full case study as well as information about the author.

Washington State University Cooperative Extension Energy Program

<http://www.cbdd.wsu.edu/telework/case/>

There are 31 case studies highlighting Washington employers from a range of industries and geographic areas. Learn why these businesses decided to offer work options, how their programs were implemented, what lessons were learned, benefits gained, and barriers overcome.

Nonprofit Resources for Case Studies

American Society for Quality

<http://www.asq.org/government/why-quality/case-studies.html>

A collection of case studies focused on the improvement of government service delivery.

ASPA's Center for Accountability and Performance

<http://www.aspanet.org/source/communities/documentArchive.cfm?section=Communities&CmtyId=163&ParID=102>

ASPA's Center for Accountability and Performance is engaged in a multi-year program to develop more than 50 case studies, from all levels of government, on performance management in government.

Association for Research on Nonprofit Organizations and Voluntary Action

This organization has case studies. Please use the search engine in its articles and reports area.

<http://www.arnova.org>

Benton Foundation

<http://www.benton.org/index.php?q=publibrary> *additional link:*

<http://www.benton.org/publibrary/mtm/Pages/case.html>

Learning through shared experience is very effective. This site houses a discussion site to share your ideas about experiences in creating and implementing a successful communications strategy in the digital age.

Center for Creative Leadership

<http://www.ccl.org>

The mission of the Center for Creative Leadership is to advance the understanding, practice and development of leadership for the benefit of society worldwide.

Center on Budget and Policy Priorities

<http://cbpp.org/index.html>

Areas of research include health policies, labor market policies, low income, housing, and poverty.

Center on Education Policy [CEP]

<http://www.cep-dc.org/pubs/nclby2>

Case study of the implementation and effects of the No Child Left Behind Act (NCLB) during the calendar year 2003, the second year of the Act's existence. The report is the first and most comprehensive national examination of all aspects of NCLB implementation at the federal, state and local levels, and is the second CEP report to examine the implementation of NCLB. The information in this report is based on a survey of 47 states and the District of Columbia; a nationally representative survey of 274 school districts; in-depth case studies of 33 urban, suburban, and rural school districts; and other research methods.

Citizen.org

[www.citizen.org/documents/Bolivia_\(PDF\).PDF](http://www.citizen.org/documents/Bolivia_(PDF).PDF)

Water Privatization Case Study: Cochabamba, Bolivia

The Council for Higher Education Accreditation

<http://www.chea.org/good-practices/index.cfm>

The database contains good practices in accreditation review provided to CHEA by faculty and administrators at colleges and universities throughout the country.

E-government Good Practice Framework

<http://www.egov-goodpractice.org/>

Vast resource for information about best practices in Europe, information about e-government communities, partnerships etc.

European Case Clearing House

<http://www.ecchatbabson.org/>

Quite simply, we are the largest single source of management case studies in the world. We hold and distribute all cases produced by the world's best-known management teaching establishments, as well as case studies in many languages produced by individual authors from almost every corner of the globe. We distribute the European case collections to the North American market

Ford Foundation, Publications

http://www.fordfound.org/publications/recent_articles/

The Foundation's recent publications on social and civil affairs including peace and justice, women's issues, and sustainable development.

International Consortium of Governmental Financial Management

<http://www.icgfm.org/reports.htm>

This site provides case studies on governmental financial issues.

International Records Management Trusts

<http://www.irmt.org/download/documents.html#res>

This pioneering compilation and presentation of good practices and guides for the management of financial records fulfills a century-old need at the beginning of a new century, providing a beacon to guide financial managers and government officials across the world in shedding light upon the mysteries of the great bureaucratic entities that constitute 21st Century governments. Since 1996 the Trust's research program has explored the challenges of information management facing modern governments with the aim of defining practical solutions. The focus has been on financial and personnel records and the relationship between records management, public service reform and accountability, particularly in the electronic environment.

Journalism.org

http://www.journalism.org/resources/education/case_studies/cases.asp

This site represents a joint Internet presence of the Project for Excellence in Journalism and the Committee of Concerned Journalists. Rather than promoting our two organizations, it is designed to be a portal and a utility for people interested in journalism - citizens, news people or students. It offers a catalog of tools, techniques and ideas, lists of principles, empirical research, links to other journalism sites, job links, compilations of ethics codes and many other resources for journalists and citizens alike.

Kansas Historical Society

<http://www.kshs.org/government/index.htm>

The Kansas State Historical Society was established in 1875 by the Kansas Editors' and Publishers' Association to save present and past records. In 1879, the state enacted legislation that recognized the Society as "the trustee of the state" for the purpose of maintaining the state's history. Site contains case studies on government document record keeping.

Local Initiatives Support Corporation

http://www.lisc.org/resources/2003/01/initiative_1064.shtml?Planning+%2526+Land+Use

New York City Case Study: Third Party Transfer Initiative: A Solution To Property Abandonment.

Mining, Minerals and Sustainable Development

http://www.ied.org/mmsd/activities/global_information_dialogue.html#reports

Mining, Minerals and Sustainable Development (MMSD) was an independent two-year process of consultation and research with the objective of understanding how to maximize the contribution of the mining and minerals sector to sustainable development at the global, national, regional and local levels. Through this process, MMSD has proposed a clear agenda for global change in the minerals sector that is based on careful analysis that is understood and supported by many key stakeholders, and that identifies mechanisms for moving forward. The Mining, Minerals and Sustainable Development Project (MMSD) was an independent two-year project of research and consultation seeking to understand how the mining and minerals sector can contribute to the global transition to sustainable development. MMSD was a project of the International Institute for Environment and Development (IIED) commissioned by the World Business Council for Sustainable Development (WBCSD).

Minnesota Historical Society

<http://www.mnhs.org/preserve/shpo/landscape/landscape.html>

The Minnesota Historical Society is a private, non-profit educational and cultural institution established in 1849 to preserve and share Minnesota history. The Society collects, preserves and tells the story of Minnesota's past through interactive and engaging museum exhibits, extensive libraries and collections, 25 historic sites, educational programs and book publishing. In 1997, with funding from the State of Minnesota as recommended by the Legislative Commission on Minnesota Resources (LCMR), the State Historic Preservation Office (SHPO) initiated a two-year project to survey and document two historic agricultural landscapes within the St. Cloud-Twin Cities-Rochester

growth corridor and develop a management plan for protecting Minnesota's agricultural historic landscapes. The project was completed in June 1999 and the results of that work are now available.

National Academy of Public Administration

<http://www.napawash.org/index.html>

The National Academy of Public Administration is an independent, non-partisan organization chartered by Congress to assist federal, state, and local governments in improving their effectiveness, efficiency, and accountability. For more than 35 years, the Academy has met the challenge of cultivating excellence in the management and administration of government agencies. This site has case studies on public administration, online or offline.

National Alliance to End Homelessness

<http://www.naeh.org/>

The National Alliance to End Homelessness is a nonprofit organization whose mission is to mobilize the nonprofit, public and private sectors of society in an alliance to end homelessness

National Civic League

<http://www.ncl.org/about/usefultools.html>

The National Civic League's web site contains information on a broad variety of topics related to our mission. Browse NCL's programs for an assortment of online community building resources, articles, and speeches from experienced facilitators, researchers, and leaders.

National Council for Public-Private Partnerships

<http://ncppp.org/cases/index.html>

The mission of The National Council for Public-Private Partnerships is to advocate and facilitate the formation of public-private partnerships at the federal, state and local levels, where appropriate, and to raise the awareness of governments and businesses of the means by which their cooperation can cost effectively provide the public with quality goods, services and facilities. *Case Studies from Across the United States* is a publication that includes all case studies offered on NCPPP's Web site, such as a project summary accompanied by a picture representing the project. This is an excellent tool to showcase the success of public-private partnerships. 48 pages. Members: \$40; Nonmembers: \$50. Shipping and handling \$10. You can also select a case study summary from their website for free.

National Endowment for the Arts

<http://www.nea.gov/resources/Lessons/>

This section of LESSONS LEARNED offers a compendium of case studies in the arts crossing disciplines (music, theatre, dance, visual arts, literature, folk arts) and touches on issues of concern to the entire arts community whether you are an artist, arts administrator, board member, community volunteer or educator.

National Partnership for Reinventing Government

<http://govinfo.library.unt.edu/npr/index.htm>

There are 23 case studies about reinventing government. About 20 federal agencies wrote up their experiences in the use of strategic planning and/or performance measurement as case studies in the early stages of GPRA implementation in response to an initiative of the American Society for Public Administration (ASPA). Many of these case studies are of agencies selected as pilot projects under the Results Act. The lessons learned from these case studies should continue to be helpful as other Federal agencies move into strategic planning and performance measurement.

National Science Foundation's Digital Government Research Program

Digital Government Research Case Studies.

<http://www.diggov.org/about/casestudies/index.jsp>

Nelson A. Rockefeller Institute of Government

<http://rockinst.org>

They provide lots of case studies on public administration, among which many are specific to New York state and local government.

Pew Center for Civic Journalism

<http://www.pewcenter.org/doingcj/pubs/cases/intro.html>

The Pew Center's objective is to report on various civic journalism experiments around the country, sharing the lessons learned with the rest of the profession and tracking how those experiments are evolving.

Sustainable Communities Network

<http://www.sustainable.org/casestudies/studiesindex.html>

Communities throughout the country are undertaking initiatives that integrate environmental, economic and social goals. In this section you will find profiles of innovative projects and programs as well as numerous links to web sites that describe a wealth of other initiatives.

Terrain.org

<http://www.terrain.org/unsprawl/3/>

UnSprawl Case Study: Downtown Suisun City

The Trust for Public Land

http://www.tpl.org/tier2_rp2.cfm?folder_id=707

The Trust is a national, nonprofit, land conservation organization that conserves land for people to enjoy as parks, community gardens, historic sites, rural lands, and other natural places, ensuring livable communities for generations to come. The Conservation Finance Program of the Trust for Public Land helps states and communities generate new funds for parks and open space acquisition

through legislative action or referenda. This archive contains case studies of successful conservation finance measures.

The Urban Institute

<http://www.urban.org>

The Urban Institute is a nonprofit policy research organization to sharpen thinking about society's problems and efforts to solve them, improve government decisions and their implementation, and increase citizens' awareness about important public choices. A lot of cases are available online.

Thoreau Institute

<http://www.ti.org/vaupdate31.html>

San Jose Case Study: Urban-Growth Boundary.

United Nations Development Program

<http://www.undp.org/pppue/gln/case.htm>

Public-Private Partnership for Urban Development. This section of the GLN seeks to ensure that new PPP initiatives can learn from the global experience within other sectors, forms of partnership, and geographical areas. Here you will find information on PPP projects, which goes beyond that available in the Project Database. This section presents an increasing range of case studies, which provide high quality analyses of the substantive and operational issues surrounding PPP initiatives from around the world.

United Nations Educational Scientific and Cultural Organization

<http://www.unesco.org>

This site provides case studies related to culture and science in various regions of the world and its relationship to public administration. (The site has been reorganized and you must now use the search engine function to find the many case studies.)

UNPAN Case Studies

<http://www.unpan.org/autoretrieve/content.asp?content=case%20studies>

This site provides case studies from cities around the world.

World Bank

<http://www1.worldbank.org/publicsector/index.cfm>

Additional resources for e-government cases from developing countries:

<http://www1.worldbank.org/publicsector/egov/>

Review the cases studies developed as training materials for the World Bank Institute's learning programs on governance and anti-corruption.

Yale University

<http://ponpo.som.yale.edu/publ.html>

PONPO's Cases in Nonprofit Governance Series is a unique curricular resource, offering perspectives on the dynamics of nonprofit governing boards.

Governmental Resources for Case Studies

Access to Information on the Environment in the United States

OECD

<http://www.oecd.org/dataoecd/54/12/2537183.pdf>

Reeder, Franklin S. "Access to Information on the Environment in the United States". Citizens as Partners: Information, Consultation, and Public Participation in Policy-making. OECD, 2001.

Phoenix, AZ

Origination and History of Balanced Measures Approach

<http://govinfo.library.unt.edu/npr/library/papers/bkgrd/phoenix.htm>

Austin, Texas

<http://www.austinenergy.com/Energy%20Efficiency/Programs/Green%20Building/Resources/Case%20Studies/index.htm>

These case studies show how sustainable building thought processes can be incorporated into any type of project.

Australia

Department of Community Services, New South Wales

<http://www.communitybuilders.nsw.gov.au/builder/participation/pipeline.html>

Case Study: The Pipeline Project in Remote NSW

Australia

Department of Environment and Conservation, New South Wales

<http://www.epa.nsw.gov.au/stormwater/casestudies/bronte.htm>

Case Study: Bronte Catchment Project

Detailed Case Study: <http://www.epa.nsw.gov.au/stormwater/casestudies/citizensjury.htm>

Flyer encouraging people to participate: <http://www.elton.com.au/pdfs/Telepoll.PDF>

Australia**Northern Rivers Area Health Service, New South Wales**

http://www.communitybuilders.nsw.gov.au/download/NRAHS_Book.pdf

New South Wales. Northern Rivers Area Health Service. Visible Signs of a Well-Functioning Community Service System: The Clarence Valley Research Project in Northern New South Wales - 'Working Together'. Lismore, N.S.W., June 2001.

Australia**Wollondilly Shire, N.S.W.****Twyford Consulting, Wollondilly Shire Council**

http://www.communitybuilders.nsw.gov.au/download/citizens_jury.pdf

Case Study of the Wollondilly Shire Council Social Planning Committee Panel (Citizens' Jury) Process.

Hardy, Max., Ruecroft, Sandra. Case Study of the Wollondilly Shire Council Social Planning Committee Panel (Citizens' Jury) Process. Wollongong, N.S.W., Australia: Twyford Consulting, Sept. 22, 1999.

California**Integrated Waste Management Board**

<http://www.ciwmb.ca.gov/LGLibrary/Innovations/>

Case Studies: Commercial/government sector, Community/residential sector, Material specific, Specific successful programs, Specific successful jurisdictions.

Charlotte, NC**Origination and History of Balanced Measures Approach**

<http://govinfo.library.unt.edu/npr/library/papers/bkgrd/charlotte.htm>

Chippewa Falls, WC

www.groundwater.org/pe/actt/CCF_WC1202.pdf

Case Study: City of Chippewa Falls, WC.

Colorado Department of Natural Resources

<http://www.wildlife.state.co.us>

Case studies of trail projects involving significant wildlife issues.

Colorado Department of Public Health and Environment

<http://www.cdph.state.co.us/wq/PermitsUnit/stormwater/PhIresource.PDF>

A case study on source water assessment techniques.

Connecticut Department of Environment Protection

<http://dep.state.ct.us/wst/p2/p2casest/>

Case studies are available.

Congressional Internet Caucus Advisory Committee

<http://www.netcaucus.org/statistics/>

The Congressional Internet Caucus Advisory Committee (ICAC) strives to assure informed decision-making by policymakers. Such decision-making in the Internet space should be based upon a solid foundation of reliable metrics and statistics. Internet policy debates would be vastly more productive given that foundation. As the Internet is in its relative nascence statistics that would inform the policy debate are rare. However, there is some budding research that aims to inform the debate.

Dayton, OH

NCPP

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/dayton/detailed%20case.pdf>

Delaware Department of Natural Resources and Environmental Protection

<http://www.dnrec.state.de.us/>

Many case studies are available through the state search engine.

EUROPA-IDABC

<http://europa.eu.int/idabc/en/chapter/196>

Best Practices and Projects from across Europe.

Europe

Local Government Public Service Reform Initiative

<http://lqi.osi.hu/index.php>

Website of vast resources about public administration in Europe.

The Florida Office of Program Policy Analysis and Government Accountability (OPPAGA)

<http://www.oppaga.state.fl.us/default.asp>

A research unit of the Florida Legislature under the oversight of the Joint Legislative Auditing Committee. Created to help improve the performance and accountability of state government, OPPAGA conducts studies on the performance of state agencies and programs to identify ways to improve services and cut costs.

Georgia

Association of County Commissioners

<http://www.georgiaplanning.com/watertoolkit/main.asp?PageID=18>

Case studies on water resource management and other topics.

Indiana
Department of Workforce Development
<http://www.in.gov/dwd/>

Success stories on job seeking and other workforce topics.

Indiana
Rural Development Council
<http://www.state.in.us/irdc/success/index.html>

The following is a collection of success stories in rural Indiana that may help you to do similar projects in your community.

Iowa State University
Citizens Identifying Performance Measures - The Experience in Iowa
<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/iowa/detailed%20case.pdf>

Ho, Alfred, Coates, Paul. Citizens Identifying Performance Measures -The Experience in Iowa.

Louisiana
Department of Environmental Quality
<http://www.searchanddiscovery.net/documents/abstracts/gcags2003/hunter.pdf>

Maryland
School Improvement
<http://www.mdk12.org/>

Case studies and best practices

Michigan
Department of Labor & Economic Growth
http://www.michigan.gov/cis/0,1607,7-154-25676_25679---,00.html

Case Study Series: Residential, Public Buildings, Business and Non-Profit, Industrial, Transportation, Wind and Solar, Additional Case Studies

Michigan State Government
http://www.michigan.gov/documents/CIS_EO_Inside_case2_41823_7.htm

Case Study: Ann Arbor City Hall, Natural Gas Powered Chiller.

Minnesota**Minneapolis, MN & Saint Paul, MN****Center for Urban and Regional Affairs, H. H. Humphrey School, University of Minnesota**

<http://www.cura.umn.edu/reporter/05-Wint/Nikrin.pdf>

Community Organizing and Citizen Involvement: Case Studies from the Twin Cities Training Program for Neighborhood Organizers

Minnesota**Natural Resource Department**

http://www.dnr.state.mn.us/waters/surfacewater_section/tech/reports.html

The following is a list of studies that have been completed by the Surface Water Unit. Although the studies have not been reproduced in great numbers, copies could be provided on request. A contact person is listed if more information on a specific study is desired.

New Jersey**Hazardous Site Health Evaluation Program**

<http://www.state.nj.us/health/eoh/hhazweb/hlthstud.htm>

This program is part of the New Jersey Department of Health and Senior Services, which has been a leading agency in conducting epidemiological studies of populations exposed to environmental hazards.

Minnesota**Office of Environmental Assistance**

<http://www.moea.state.mn.us/berc/transpac.cfm>

Case on cost cutting. Preventing waste and pollution before they are generated makes more than economic sense-recycling and environmental purchasing can boost employee morale, improve worker safety, and reduce liability.

Minnesota**Pollution Control Agency**

<http://www.pca.state.mn.us/oea/greenbuilding/casestudies.cfm>

Nationwide case studies about pollution control are provided.

Missouri**NPR Balanced Measures Study: Missouri Summary**

<http://govinfo.library.unt.edu/npr/library/papers/bkgrd/missouri.htm>

New York City**Department of Sanitation**

http://www.nyc.gov/html/nycwasteless/html/at_agencies/govt_case_studies_waste.shtml

Case studies on sanitation, such as cutting cost and preventing waste

**New York, NY
NCP**

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/fund/teaching%20case.pdf>

Teaching Case: Fund for the City of New York

**New York City
Office of Emergency Management**

http://www.ci.nyc.ny.us/html/oem/html/5th_ave_watermain.html

A case study titled as 'When Infrastructure Fails: A City's Response to a Major Water Main Break'

New York City Waste Le\$\$

http://www.nyc.gov/html/nycwasteless/html/at_agencies/govt_case_studies.shtml

New York City government website dedicated to the dissemination of information about the City of New York's efforts to implement programs and links to other government case studies about waste disposal, prevention, recycling, etc.

**New York, NY
Straphangers Campaign
NCP**

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/straphangers/detailed%20case.pdf>

**Pennsylvania
Federal Highway Administration**

[http://knowledge.fhwa.dot.gov/cops/pm.nsf/All+Documents/2305AC7011DDA62685256E2B004F4B9A/\\$FILE/US%20Case%20Study%20long.doc](http://knowledge.fhwa.dot.gov/cops/pm.nsf/All+Documents/2305AC7011DDA62685256E2B004F4B9A/$FILE/US%20Case%20Study%20long.doc)

A Case Study: Pennsylvania Department of Transportation (PennDOT)

**South Korea
OECD**

<http://www.oecd.org/dataoecd/53/55/2537402.pdf>

Case Study: Using ICTS to Strengthen Government Transparency and Relations with Citizens in Korea

Im, Boyoung., Jung, Jinwoo. "Using ICTS to Strengthen Government Transparency and Relations with Citizens in Korea". Citizens as Partners: Information, Consultation, and Public Participation in Policy-making. OECD, 2001.

Syracuse, NY
Maxwell School, Syracuse University

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/syracuse/detailed%20case.pdf>

Community Benchmarks Program: A Case Study in University-Community Cooperation to Improve Local Government Performance

Coplin, William D., Dwyer, Carol. A Case Study in University-Community Cooperation to Improve Local Government Performance.

Syracuse, NY
NCPP

<http://www.andromeda.rutgers.edu/~ncpp/cdgp/cases/syracuse/teaching%20case.pdf>

Teaching Case: Syracuse, New York

New Zealand Government Case Studies

<http://www.e-government.govt.nz/docs/e-gov-case-studies/>

A small collection of case studies from New Zealand.

Quality Service Through Partnership

<http://www.state.oh.us/quality>

Case studies on quality assurance and performance improvement.

Reason Public Policy Institute

Citizens' Budget Reports: Improving Performance and Accountability in Government

<http://www.reason.org/ps292.pdf>

Segal, Geoffrey F., Summers, Adam B. Citizens' Budget Reports: Improving Performance and Accountability in Government. Los Angeles: Reason Public Policy Institute, March 2002.

Roseville: MetroGIS

www.metrogis.org/benefits/testimonials/roseville.pdf

Performance Measures Case Study: City of Roseville.

Sierra, Nevada
Ecosystem Project, CA

<http://ceres.ca.gov/snep/pubs/web/v1>

SNEP is the Sierra Nevada Ecosystem Study, a congressionally mandated 3-year study of the entire Sierra Nevada range. The study was managed by the University of California Centers for Water and Wild Land Resources, Davis, CA under a research agreement with the U. S. Forest Service, Pacific Southwest Research Station, Albany, CA. Posted on this web site will be the final reports from this intensive study by an independent science team.

The South Carolina Executive Institute

<http://www.state.sc.us/ei>

The Executive Institute offers a limited number of case studies dealing with issues of public policy and management.

**South Carolina
NOAA Coastal Service Center**

<http://www.csc.noaa.gov/products/nchaz/htm/case.htm>

This section provides a case study vulnerability assessment, complete with a GIS project file and data. Also included are links to Internet resources for obtaining useful data and information. Within this website, you can find many other case studies on different subjects.

**South Carolina
Ocean Planning Information System**

http://www.csc.noaa.gov/vata/case_pdf.html

The case studies represent collaboration between the OPIS development team and members of the coastal management community. The agencies represented in these case studies were consulted to determine how the tools and information provided within OPIS could be applied to assist the activities of their office.

Southwest Energy Efficiency Project

http://swenergy.org/casestudies/arizona/tucson_topsc.htm

This case study will highlight a city effort - the retrofit of an existing municipal building - to practice and promote energy efficiency design principles and technologies in this desert community of nearly 500,000 people.

**Texas
Education Agency**

<http://www.ncela.gwu.edu/pubs/tea/tsss.pdf>

The Successful Schools Study originated out of a collaborative study of successful Title 1, Part A school wide programs between the Charles A. Dana Center at the University of Texas at Austin and the Texas Education Agency.

**United Kingdom
The Commission for Racial Equality**

http://www.cre.gov.uk/duty/grr/localgovt_casestudies.html

Case studies concentrating on racial equality, a fundamental principle in the root of democracy and government service delivery.

United States

Agency for International Development

http://64.233.161.104/search?q=cache:528_eJNh5AcJ:www.usaid.gov/our_work/environment/water/case_studies/nyc.watershed.pdf+case+study+city&hl=en

Watershed Management for Urban Water Supply: The New York City Experience.

United States,

Census Bureau

<http://www.census.gov/mso/www/casestudies/inPDF.html>

Case Studies.

United States

Center for Disease Control and Prevention

<http://www.cdc.gov/eis/casestudies/casestudyex.htm>

Epidemic Intelligence Service Case Study.

United States

Congressional Budget Office

<http://www.cbo.gov/showdoc.cfm?index=250&sequence=0>

Federalism and Environmental Protection: Case Studies for Drinking Water and Ground-level Ozone.

United States

Department of Agriculture, Economic Research Service

<http://www.ers.usda.gov/Emphases/SafeFood/>

Case Studies of Safe Food Supply.

United States

Department of Education

<http://www.ed.gov/pubs/SER/CurricReform/flory.html>

Case Study of River City High School Project Classes.

United States

Department of Energy's Industrial Technologies Program, Case Studies

http://www.eere.energy.gov/industry/bestpractices/case_studies.html

The U.S. Department of Energy collaborates with U.S. industry to implement energy-efficiency demonstration projects in operating plants. Best Practices participates in plant-wide assessments and the demonstration projects. Once an assessment or project is complete, the Best Practices team publishes a case study. Before an energy-efficiency project can be implemented, it must be funded. Under management case studies, corporate-level managers are more apt to approve money for such projects if they know of similar projects that have been successful. These case studies are

aimed at such decision-makers and help them examine the bottom-line benefits that result from successful applications of energy-efficient practices and technologies.

United States

Department of Health and Human Services, Centers for Disease Control and Prevention

<http://www.cdc.gov/eis/casestudies/casestudies.htm>

The Public Health Training Network (PHTN) is a distance-learning network of people and resources that takes training and information to the learner. PHTN uses a variety of instructional media ranging from print-based to videotape and multimedia to meet the training and information needs of the health workforce nationwide. The case studies in applied epidemiology have been developed at CDC and used in training activities since 1951. They are the cornerstones of the initial training for Epidemic Intelligence Service (EIS) Officers, CDC's "disease detectives". The case studies allow students to practice their epidemiologic skills in the classroom to carefully crafted exercises that detail real public health problems. They cover a wide variety of topical areas (e.g., infectious diseases, chronic illnesses, occupational and environmental health) and epidemiologic principles (e.g., outbreak investigation, surveillance, study design, data interpretation, descriptive and analytic methods).

United States

Department of State/International Information Programs

<http://usinfo.state.gov/journals/itdhr/0800/ijde/pitts.htm>

A case study in how ballot measures work, when citizens can hold government directly accountable for its actions.

United States

Department of Transportation/Federal Highway Administration, Federal Transit Administration

<http://www.fhwa.dot.gov/environment/ejustice/case/>

Case studies illuminate effective practices on how to better promote environmental justice principles.

United States

Department of Transportation/Federal Highway Administration

http://www.fhwa.dot.gov/planning/toolbox/utah_overview.htm

This case study highlights a series of methods to analyze the land use, transportation, air quality, water use, and infrastructure cost implications of alternative regional transportation and land use scenarios. The methods can be applied individually or in combination, and vary in their ease of application.

United States

Environmental Protection Agency

<http://www.epa.gov/opptintr/epp/pubs/doccase.htm>

A number of organizations have undertaken efforts to incorporate environmental considerations into their purchasing decisions. These projects exemplify the commitment and initiative of the federal

government and others to purchase environmentally preferable products and services and can serve as models for what you can do.

United States

Federal Emergency Management Agency

<http://www.fema.gov/plan/prevent/bestpractices/index.shtm>

There are successful cases on emergency relief missions around the world.

United States

Federal Trade Commission

<http://www.ftc.gov/be/econrpt.htm>

Bureau of Economics: Economic Reports.

United States

General Accounting Office

http://www.gao.gov/docsearch/featured/bp_reviews.html

Best Practices Reviews identify other public and private sector organizations that are widely recognized for major improvements in their performance in a specific area, such as financial management. The processes, practices, and systems identified in these leading organizations are referred to as best practices and provide a model for other organizations with similar functions and/or missions.

United States

General Services Administration

http://www.smart.gov/library.cfm#category_d9c8061d-62b7-11d6-bcd1-8aa2af114fbf

Business Case/Case Studies.

United States

Geological Survey

<http://pubs.usgs.gov/bul/b2210-a/>

Environmental Controls on Water Quality: Case Studies from Battle Mountain Mining District, North-Central Nevada.

United States

Library of Congress

<http://www.loc.gov/rr/frd/terrorism.html>

Terrorism and Crime Studies.

**United States
National Archives**

<http://www.archives.gov/about/speeches/07-17-97.html>

Changing Organizations: NARA as a Case Study.

**United States
National Institute of Standards and Technology**

http://www.atp.nist.gov/eao/eao_pubs.htm

ATP Economic Studies, Survey Results, Reports and Working Papers.

**United States
National Oceanic and Atmospheric Administration, Ocean Planning Information System**

<http://www.csc.noaa.gov/opis/html/links.htm>

The *NOAA Coastal Services Center* is an office within the National Oceanic and Atmospheric Administration devoted to serving the nation's state and local coastal resource management programs. Many of the Center's efforts focus on helping state and local programs resolve site-specific issues. The case studies represent collaboration between the OPIS development team and members of the coastal management community.

**United States
National Park Service**

<http://www.cr.nps.gov/hps/tps/Affordable/index.htm>

Case Study Highlights: 1. Combined Use of the Historic Rehabilitation Tax Credit and Low-Income Housing Tax Credit, 2. Insertion of New Apartments into Historic Spaces.

**United States
National Renewable Energy Laboratory**

<http://nrelpubs.nrel.gov/Webtop/ws/nich/www/public/ResultSet?upp=0&rpp=25&w=NATIVE%28%27KEYWORD2+ph+words+%27%27case+studies%27%27%27%29&order=native%28%27pubyear%27%29>

Profiles in Renewable Energy: Case Studies.

**United States
National Telecommunications and Information Administration**

<http://www.ntia.doc.gov/TOP/publicationmedia/topreports.htm>

Case Study Report: Evaluation of the Telecommunications and Information Infrastructure Assistance Program.

United States
National Severe Storms Laboratory
<http://www.nssl.noaa.gov/swat/Cases/990503/case.html>

This case study will focus on the performance of the NSSL Mesocyclone Detection Algorithm (MDA), the NSSL Tornado Detection Algorithm (TDA), and the NSSL Bounded Weak Echo (BWER) algorithm, as well as a WRS-88D overview of the storms.

United States
Office of Personnel and Management
<http://www.opm.gov/studies/index.htm>

Cases about performance measurement, leadership, incentives, etc.

United States
The Medicaid Drug Rebate Dispute Resolution Program
<http://www.cms.hhs.gov/medicaid/drugs/drp/default.asp>

There are many examples of how mediation has successfully resolved conflicts, particularly in the area of cross-cultural relations and violence prevention.

Virginia
Governor's Best Practice Center of Department of Education
<http://www.vak12ed.edu/VDOE/PolicyPub/EduReform/>
<http://141.104.22.210/VDOE/Instruction/Govschools/>

Authorized by Governor Gilmore to work with local schools to help them meet the VA Standards of Learning (SOL).

Virginia
The Commonwealth Competition Council
http://www.egovcompetition.com/best_practices/bestpractices.html

Presents the Best Practices of State agencies and institutions of the Commonwealth of Virginia. This information is featured to provide users with new, enhanced, or innovative solutions to improve mission or organizational performance.

Virginia
Prince William County
Government Accounting Standards Board
<http://www.gfoanj.org/PWC.pdf>

Case Study: Developing a Comprehensive Managing for Results Approach

Seattle, WA

http://www.ci.seattle.wa.us/light/conserve/business/cv5_sbiz.htm#case%20studies

Case Studies with Customer Evaluations.

Washington**Department of Natural Resources of King County**

<http://www.metrokc.gov/dnrp/swd/greenbuilding/documents.asp>

Also use search engine at: <http://dnr.metrokc.gov>

There are case studies on construction recycling, sustainable building and others.

Washington**State Department of Ecology**

<http://www.ecy.wa.gov>

Hundreds of case study reports.

Washington**Strategic Planning Office of City of Seattle**

<http://www.ci.seattle.wa.us/planning/>

Twelve case studies of representative transit-oriented development projects throughout North America. Lessons from these case studies and the implications for Seattle are discussed.

Wisconsin**Department of Natural Resource**

<http://dnr.wi.gov/org/caer/cea/publications/casestudy/moreabout.htm>

Cases about auto service, food processing, health care, etc.

Wisconsin**State Department of Public Instruction**

<http://www.dpi.state.wi.us/dpi/dlsea/sspw/casestdy.html>

This document was designed as a companion piece to an earlier publication, Wisconsin's Framework for Comprehensive School Health Programs: An Integrated Approach. Readers will benefit most from this document if they are familiar with the earlier publication.

Wisconsin**Working Together Committee**

<http://workingtogether.state.wi.us>

You may use this link to search case studies through the Best Practice database and submit your own Best Practice.

Woodburn, OR
Public Works Department
www.groundwater.org/pe/actt/CW_OR1202.pdf

Case study.

Political Science Cases

Confronting Iraq I
<http://www.usatoday.com/educate/college/polisci/casestudies/20030212-iraq.pdf>

Confronting Iraq II
<http://www.usatoday.com/educate/college/polisci/casestudies/20030212-iraq2.pdf>

Rebuilding a Nation Afghanistan
<http://www.usatoday.com/educate/college/polisci/casestudies/20021009-rebuilding.pdf>

One Nation, Divided - Part I: The "Values Gap"
<http://www.usatoday.com/educate/college/polisci/casestudies/20020813-nationdivided-a.pdf>

One Nation, Divided - Part II: Religion
<http://www.usatoday.com/educate/college/polisci/casestudies/20020813-nationdivided-b.pdf>

One Nation, Divided - Part III: Changes
<http://www.usatoday.com/educate/college/polisci/casestudies/20020813-nationdivided-c.pdf>

Homeland Security
<http://www.usatoday.com/educate/college/polisci/casestudies/20020724-homeland.pdf>

Elections 2002: The Issues
<http://www.usatoday.com/educate/college/polisci/casestudies/20021030-elections.pdf>

Election Reform
<http://www.usatoday.com/educate/college/polisci/casestudies/20011031-ps02.pdf>

Electoral Politics
<http://www.usatoday.com/educate/college/polisci/casestudies/20010831-ps01.pdf>

Teaching Resources for Case Studies Method

John F. Kennedy School of Government, Harvard University
http://www.ksqcase.harvard.edu/content/Teaching_Resources/Using_the_Case_Method.html

An overview of the case method. The case method of instruction has been a trademark of graduate professional education at Harvard University since it first developed at the Harvard Law School in the 19th century. It is predicated on the belief that discussion focused on real-world situations and guided by skilled instructors will better prepare students for professional life than would lecture and theory alone.

Vanderbilt University – Case Method of Instruction [CMI] Outreach Project

<http://www.cmiproject.net/>

This project aims to increase awareness of the case method of instruction as an alternative or supplement to more traditional methods of early intervention personnel preparation and to increase the number of instructors who are skilled in using the method. The CMI-Outreach Project is funded through the U.S. Department of Education, Office of Special Education Programs and operates as part of Peabody College's Department of Special Education at Vanderbilt University, Nashville TN.

University of California, Santa Barbara: Case Method Website, How to Teach With Cases

<http://www.soc.ucsb.edu/projects/casemethod/teaching.html>

This part of the site consists of some general materials to help you learn to teach with the case method. For teaching specific cases, see the "Teaching Notes" section of the case itself.

Commercially Published Cases

A Big City for a Small Country: Community Housing and Flourishing Neighborhoods in Birmingham (Case Studies on Poverty, Place & Policy) by John Houston and Anne Power. Due March 2006. ISBN 1861346581

Case Studies in Public Budgeting and Financial Management. Aman Khan and W. Bartley Hildresh. Kendall/Hunt Publishing Company (1994) ISBN 0-7872-3307-2

Case Studies in Public Services Management. Alan Lawton and David McKeivitt (editors). Blackwell Business (1996).

Case Studies of Public-Private Partnerships for Child Care. U.S. Dept. of Health and Human Services. 1998.

Changing Welfare Services: Case Studies of Local Welfare Reform Programs. Michael J. Austin (editor). Haworth Social Work Practice Press (2004).

Community Participation and Geographic Information Systems. William J. Craig, Trevor M. Harris and Daniel Weiner (editors). Taylor & Francis (2002).

Crisis in Urban Public Finance: A Case Study of Thirty-Eight Cities. Pearl Kramer.

Designing E-Government: On the Crossroads of Technological Innovation and Institutional Change J.E.J. Prins (editor). Kluwer Law International (2001)

Effective Public Sector Labor-Management Health and Safety Committees: Five Case Studies. Marjorie Egarian. Rutgers University Labor Education Department (1989).

E-Government: From Vision to Implementation: A Practical Guide with Case Studies. Subhash C. Bhatnagar. Sage Publications (2004).

Excellence in Public Service: Case Studies in Labor-Management Innovation. Laura Ginsburg (editor). Public Employee Department, AFL-CIO (1994).

Financing Public Library Expansion: Case Studies of Three Defeated Bond Issue Referendums. Ruth G. Lindahl and William S. Berner. Illinois State Library (1968).

Global Public Management: Cases and Comments. Kathe Callahan, Dorothy Olshfski and Erwin Schwella (Editors). Sage Publications (2005).

Guidelines for Public Debt Management: Accompanying Document and Selected Case Studies. The International Monetary Fund and World Bank. Washington, DC (2003).

Investing in Nature: Case Studies in Land Conservation in Collaboration with Business. William J. Ginn. Island Press (August 2005). ISBN 1597260134.

Management Information Systems for Integrated Public Health and Medicaid Substance Abuse Treatment Programs: Case Studies in Three States. Jay Petillo. U.S. Dept. of Health and Human Services, Center for Substance Abuse Treatment (2000)

The Multi-governance of Water: Four Case Studies. (SUNY Series in Global Politics). Matthias Finger, Ludivine Tamiotti and Jeremy Allouche (editors). State University of New York Press (November 2005). ISBN 0791466051

The Nonprofit Sector in Interesting Times: Case Studies in a Changing Sector. Kathy Brock and Keith Banting (editors). McGill-Queen's University Press (2003).

Privatization or Public Enterprise Reform? International Case Studies with Implications for Public Management. Ali Farazmand (editor). Greenwood Press (2001)

The Public Manager Case Book: Making Decisions in a Complex World. Terrel L. Rhodes (editor). Sage Publications (2002).

Reinventing Government in Ireland: A Case Study of Public Management Reform. Omar Kristmundsson. David Brown Book Company (December 2004). ISBN 9979545291.

Revising New York's Unrestricted Aid Program: A Computer-Interactive Case Study. Paul Moore. New York Governor's Office of Employee Relations (1998).

Transformational Public Service: Portraits of Theory in Practice. Cheryl Simrell King. M. E. Sharpe. Armonk, NY (2005).

Transitions from Authoritarianism: The Role of the Bureaucracy. Randall Baker (editor). Praeger (2002).

Section IV: Syllabi

This section addresses how to design and write a comprehensive syllabus as well as links to relevant portals. For academic professionals, syllabi of various subjects in public affairs and administration are presented in the form of internet links and university portals.

Model Syllabus Requirements

I. Brief Introduction

1. Where and how long has this format of teaching been tested?
2. What aspects are missing from the syllabus?
3. Provide links relevant to this method of teaching, if available.
4. When teaching from this syllabus, what should an instructor emphasize?

II. The Syllabus

1. Provide a description and specify outcomes including what students can expect to get out of the course.
2. Specify the goals of the course and how the instructor can assess student progress toward these goals.
3. Estimate the time, effort, and resources necessary to offer this course.
4. Provide a schedule for the course and describe possible deviations from this schedule.

III. Topical Internet Links, If Available

1. Professional Associations
2. On-line Journals, Texts, Data Banks, etc.

Syllabi for Rutgers University-Campus at Newark

MPA Program, [Department of Public Administration, Rutgers University](#)

- [The Study of Public Organizations](#), PA 501 Professor Marc Holzer
- [Leadership in the Public Arena](#), PA 503 Professor Petillo
- [Electives in General Public Administration and the Environment](#), PA 504 Instructor Mengzhong Zhang
- [Intergovernmental Relations and Public Policy](#), PA 505 Professor Klein
- [Leadership: Diversity](#), PA 507 Spring 2003, Professor Petillo
- [Municipal Finance and Administration](#), PA 520, Professor Gerald Miller
- [Technology and Public Administration](#), PA 521, Professor Ray Schwartz
- [The Study of Public Organizations](#), PA 522, Professor Kathe Callahan
- [Human Resource Administration](#), PA 523, Professor Norma M. Riccucci
- [Strategic Planning and Management](#), PA 524, Professor Tom Hogan
- [Management Technique](#), PA 525, Professor Dorothy Olshfski
- [Public and Nonprofit Productivity](#), PA 526, Professor Dorothy Olshfski
- [Information System and Public Administration](#), PA 528 Instructor Donald R. Lemma
- [Performance Measurement: Adding Value through Citizens](#), PA 529, Professor Kathe Callahan
- [Political Economy and Public Administration](#) PA 541, Professor Byron Price
- [Government Budgeting Systems](#), PA 542, Professor Gerald Miller

- [Public Financial Management](#), PA 543, Professor Gerald Miller
- [Capital Budgeting](#), PA 545, Instructor Helisse Levine
- [Infrastructure Financing and Strategy](#), PA 546, Professor Gerald Miller
- [Analytic Methods](#), PA 561, Professor James Melistki
- [Research Method](#), PA 562, Professor Suzanne J. Piotrowski
- [Capstone \(Policy Paper\) Course](#), PA 563, Professor Dennis E. Gale
- [Government Revenue Systems](#), PA 568, Professor Gerald Miller
- [Theory & Practice of Nonprofit Management](#), PA 570, Monsignor William J. Linder
- [Nonprofit Budgeting](#), PA 571, Professor Gerald Miller
- [Cases in Public Sector Productivity](#), PA 572, Professor Marc Holzer
- [Grants Writing and Grants Management](#), PA 575, Professor Kathe Callahan
- [Resource Development for Nonprofit Organizations](#), PA 576, Professor Dale G Caldwell
- [Human Resource Administration for Non-Profits](#), PA 577, Professor Alan Zalkind
- [Strategic Planning and Management for Nonprofit Organizations](#), PA 578, Professor Tom Hogan
- [Introduction to Health Care Organization and Policy](#), PA 581, Professor Evan Stark
- [Healthcare Management](#), PA 582, Professor Evan Stark
- [Healthcare Finance](#), PA 584, Professor Evan Stark
- [Health Policy](#), PA 585, Professor Evan Stark
- [Violence in the United States](#), PA 586, Professor Evan Stark

PH. D. Program, [Department of Public Administration, Rutgers University](#)

- [The Study of Public Organizations](#), PA 601, Professor Marc Holzer
- [Public Decision Making and Policy Analysis](#), PA 602, Professor Frank Fischer
- [Public Administration in Democratic Society](#), PA 603, Professor Frank Thompson
- [Seminar in Public Productivity](#), PA 604, Professor Dorothy Olshfski
- [Seminar in Government Budgeting and Resource Allocation](#), PA 605, Professor Gerald Miller
- [Administrative Law](#), PA 606, Professor Hull
- [Quantitative Methods I](#), PA 607, Professor Burbridge
- [Quantitative Methods II](#), PA 608, Professor Lynn Burbridge
- [Qualitative Methods](#), PA 609, Professor Sadovnick
- [Administrative Politics](#), PA 611, Professor Norma Riccucci
- [Performance Measurement and Program Evaluation](#), PA 612, Professor Kathe Callahan
- [Citizen Participation and Productivity Management](#), PA 613, Professor Hindy L. Schachter
- [Public Administration and the Arts](#), PA 665, Professor Marc Holzer

Syllabi Portals from Other Universities

American University, Washington D.C.

School Website: <http://spa.american.edu/>

Syllabi Portal: <http://spa.american.edu/resources.php>

Careton University, Ottawa, Canada

School Website: <http://www.carleton.ca/spa/index.html>

Syllabi Portal: <http://www.carleton.ca/spa/Courseinformation/outlinewinter0405.htm>

California State University, Sacramento

Graduate Program in Public Policy and Administration

School Website: <http://www.csus.edu/mppa/>

Syllabi Portal: <http://www.csus.edu/mppa/syllabi/>

Florida Atlantic University, Boca Raton, Florida

School Website: www.fau.edu/spa

Syllabi Portal: <http://www.fau.edu/gr-cat/catalog.htm>

George Mason University-Department of Public and International Affairs, Fairfax, Virginia

School Website: <http://mpa.gmu.edu/>

Syllabi Portal: <http://pia.gmu.edu/courses/index.php>

George Washington University, Virginia

School Website: www.gwu.edu/~spppa

Syllabi Portal: www.gwu.edu/~spppa

Georgia State University

Andrew Young School of Policy Studies

School Website: <http://www2.gsu.edu/~wwwpau/>

Syllabi Portal: <http://aysps.gsu.edu/academics/courses/syllabi.htm>

Grand Valley State University

School of Public and Non Profit Management

School Website: <http://www.gvsu.edu/spna/>

Syllabi Portal: <http://www.gvsu.edu/spna/webcourse.html>

Indiana University-Bloomington

School of Public and Environmental Affairs

School Website: www.spea.indiana.edu

Syllabi Portal: <http://www.indiana.edu/~speagrad/syllabi.html>

North Carolina State University

School Website: <http://www.chass.ncsu.edu/pa/index.html>

Syllabi Portal: http://www.chass.ncsu.edu/pa/pa_courses.htm

North Georgia College-State University

Master of Public Administration Program

School Website: http://www.ngcsu.edu/Academic/Bus_Gov/Ps_cj/test/mpa.shtml

Syllabi Portal: http://www.ngcsu.edu/Academic/Bus_Gov/Ps_cj/test/mpa.shtml

Northern Illinois University

Public Administration Division

School Website: www.niu.edu/pub_ad/paweb.html

Syllabi Portal: http://www.niu.edu/pub_ad/sylmain.htm

Pennsylvania State University – Harrisburg

School of Public Affairs

School Website: <http://php.scripts.psu.edu/dept/iit/hbg/Programs/Graduate/PublicAdmin.php>

Syllabi Portal: <http://www.cl.psu.edu/spa/syllabi.html>

Portland State University

Hatfield School of Government

School Website: http://www.hatfieldschool.pdx.edu/PA/pub_admin.php

Syllabi Portal: <http://web.pdx.edu/~stipakb/syllabi.html>

Syracuse University

Maxwell School

School Website: www.maxwell.syr.edu

Syllabi Portal: <http://www.maxwell.syr.edu/pa/programs/phd/htm/faculty.htm>

Troy University

Master of Public Administration

School Website: <http://ar.troy.edu/programs/mpa/mpa.htm>

Syllabi Portal: <http://ar.troy.edu/schedule/schedule.htm>

The University of Akron

Department of Public Administration and Urban Studies

School Website: www.uakron.edu/paus

Syllabi Portal: <http://www.uakron.edu/colleges/artsci/depts/paus/CourseSchedules.php>

University of Arizona

School of Public Administration and Policy: Eller College of Management

School Website: publicadmin.eller.arizona.edu

Syllabi Portal:

<http://publicadmin.eller.arizona.edu/undergraduate/courses/syllabi.aspx> (Undergraduate)

<http://publicadmin.eller.arizona.edu/mpa/courses/syllabi.aspx> (MPA)

University of Arkansas at Little Rock

U.A.L.R. Institute of Government

School Website: <http://www.uarl.edu/iog/>

Syllabi Portal: <http://www.uarl.edu/iog/classsyllabi.html>

University of Delaware

School Website: www.udel.edu/suapp

Syllabi Portal: www.udel.edu/suapp

University of Georgia

University of Georgia School of Public and International Affairs

School Website: <http://www.uga.edu/padp/>

Syllabi Portal: <http://www.uga.edu/padp/syllabi.htm>

The University of Kentucky

Martin School of Public Policy and Administration

School Website: <http://www-martin.uky.edu/>

Syllabi Portal: <http://www.uky.edu/Classes/#pub1>

University of Missouri- Kansas City

Cookingham Institute of Public Affairs

School Website: <http://www.bloch.umkc.edu/graduate/mpa/index.aspx>

Syllabi Portal: <http://www.bloch.umkc.edu/prospective-students/umkc-catalog/index.aspx#syllabi>

The University of Nebraska - Omaha

School of Public Administration

School Website: <http://www.mpa.unomaha.edu/>

Syllabi Portal: <http://www.mpa.unomaha.edu/mpacourses.php>

University of North Carolina - Greensboro

Department of Political Science: Master of Public Affairs

School Website: www.uncg.edu/psc/mpa.html

Syllabi Portal: <http://www.uncg.edu/psc/syllabus.html>

University of South Dakota

Political Science Department: Division of Public Administration

School Website: <http://www.usd.edu/polsci/courseofferings/courseofferings.cfm>

Syllabi Portal: <http://www.usd.edu/polsci/courseofferings/courseofferings.cfm>

U.S. Fire Administration

Compilation of college courses on hazards, disasters and emergency management subjects provided by various colleges

Syllabi Portal: <http://www.training.fema.gov/emiweb/edu/syllabi.asp>

University of Wyoming

Division of Master's in Public Administration

School Website: <http://uwadmnweb.uwyo.edu/Pols/MPA.asp>

Syllabi Portal: http://uwadmnweb.uwyo.edu/Pols/Spring_Syllabi.asp

Wayne State University

MPA Program, Department of Political Science

School Website: www.cla.wayne.edu/polisci

Syllabi Portal: <http://www.cla.wayne.edu/polisci/MPA/Syllabi/syllist.htm>

West Virginia University

Division of Public Administration

School Website: www.as.wvu.edu/pubadm/

Syllabi Portal: <http://www.polsci.wvu.edu/PolyCy/psteach.html>

Syllabi - Miscellaneous

Performance Measurement and Citizen Participation

- [Performance Measurement and Evaluation, Prof. Marc Holzer, Rutgers University campus at Newark](#)
- [Performance Measurement: Adding Value through Citizens, Prof. Kathe Callahan, Rutgers University campus at Newark](#)
- [Public Program Evaluation, Prof. Paul Culhane, Northern Illinois University](#)
- [Other Courses- Links to NCPP](#)

Budgeting and Financial Management

- [Municipal Finance Administration, Prof. Gerald J. Miller, Rutgers University at Newark](#)
- [Public Budgeting and Financial Management, Prof. Irene Rubin, Northern Illinois University](#)
- [Public Budgeting, Prof. Straussman, Syracuse University](#)

Information Management and E-government

- [E-government and E-governance, Prof. Marc Holzer and Jim Melitski](#)
- [Public Influence of Technology and Innovation management, Prof. Sean O'Keefe, Syracuse University](#)
- [Technology and Public Administration Prof. Ray Schwartz](#)

Public Policy

- [Demography, Aging, and Public Policy, Prof. Douglas Wolf, Syracuse University](#)
- [U.S. National Security: Defense and Foreign Policy, Ambassador Melvyn Levitsky and Prof. Sean O'Keefe, Syracuse University](#)
- [Educational Finance, Prof. William Duncombe, Syracuse University](#)

Introduction to Public Administration

- [Introduction to Public Administration, University of Kansas](#)
- [Public Administration, Prof. Casey LaFrance, Northern Illinois University](#)

Human Resource Management

- [Public Personnel Administration I & II, Prof. Robert Sander, State University of West Georgia](#)
- [Human Resource Management, Prof. Carolyn Shrewsbury, Minnesota State University](#)

Research Methods

- [Research Methods in Public Administration, Prof. Dvora Yanow, California State University at Hayward](#)
- [Introduction to Statistics II, Prof. L. J. Lardy, Syracuse University](#)
- [Data Analysis in Public Administration. Prof, Paul Culhane Northern Illinois University](#)

Local Government Course Outlines

- [Link to NASPAA](#)

Government Relations

- [Nonprofit Lobbying, Advocacy and Government Relations, Prof. Gregory Saxton, State University of New York, College at Brockport](#)

Strategic Planning

- [Strategic Planning, Prof. Dennis P. Carey, Kent State University](#)

Ethics

- [Ethics and Public Service in America, Prof. Donald Menzel, Northern Illinois University](#)

Section V: Textbooks and Publishers

Textbooks can be used as a starting point for exploration of a certain field, and can also be used by researchers as valuable tools to examine the system of knowledge in specific arenas. Normally, a textbook is updated every two or three years in order to reflect the new developments in the discipline and the interaction of theory and practice. This bibliography of textbooks in public administration and public affairs includes the most widely recognized textbooks in the field. It covers various important topics in the field of public administration: administrative law, administrative ethics, public bureaucracy and organization, emergency and information management, intergovernmental relations, introduction to public administration, not-for-profit management, public budgeting and financial management, public management public personnel management, public performance measurement, and public policy in general.

Administrative Ethics

Administrative Ethics and Development. Jean-Claude Garcia-Zamor. University Press of America. 2002.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=Rt3l8ss9as&isbn=0761821848&TXT=Y&itm=5>

Garcia-Zamor (public administration, Florida International University) brings a comparative perspective to the study of administrative ethics and development administration. He reviews different aspects of the development administration, identifies dilemmas that arise, and relates them to the ideal of effective and democratic civil services. The experiences of Latin America, Africa, the United States, and the Internet are described and compared. Annotation c. Book News, Inc., Portland, OR (booknews.com)

Keywords: administrative ethics, development

American Compact: James Madison and The Problem of Founding (American Political Thought). Rosen, Gary. University Press of Kansas. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0700609601/qid=1081572975/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

Rosen's American Compact is a thoughtful and often insightful attempt to come to terms with Madison's political thought. It advances our understanding of Madison's reflections on the liberal foundations of government and, in particular, the place of the Constitutional Convention. And it provides new insight into how Madison himself came to understand the broad differences between himself, Jefferson, and Hamilton.

Keywords: public administration, ethics, textbook

Classics of Administrative Ethics. Bruce, Willa. Colorado: Westview Press. 2001.
<http://www.alibris.com/search/search.cfm?S=R&wauth=Willa+M.+Bruce&siteID=PmF15OICKw4-YrWUzYPmTGzx3flxudewuA>

This anthology will be appropriate for administrative ethics classes and professional thinking in public administration at both the masters and doctoral levels. It is a collection of administrative ethics articles published in journals of the American Society for Public Administration (ASPA) from 1941 (the earliest publication) through 1983 (the year that the first ASPA Code of Ethics was established). The articles are organized by themes of enduring importance to the field in order to provide graduate students with ready access to the classic works on ethics in public administration. Reading this collection will enhance student's knowledge and skills to think and act ethically and contribute to their ability to view current practices in light of traditional perspectives. The ASPA Classics volume serves to bridge the practice of public policy and administration with the empirical research base that has accrued and the models for practice that may be deduced from the research.

Keywords: public administration, ethics, administrative ethics

The Ethics of Dissent: Managing Guerrilla Government. Rosemary O'Leary, Donald F. Kettl (editor). CQ Press. 2005.
<http://www.cqpress.com/product/Ethics-of-Dissent-Managing.html>

Guerrillas in government are all around us. They can be as high profile as “Deep Throat,” or as low profile as the bureaucrat who belligerently slows the processing of an application for a driver’s license. Their dissent stems from dissatisfaction with the actions of public organizations they work for, but they strategically choose not to go public with their concerns. Instead, they work against the wishes—either implicitly or explicitly communicated—of their superiors and run the spectrum from anti-establishment liberals to fundamentalist conservatives, from constructive contributors to deviant destroyers. Typically guerrilla government is undetected as it is woven into the fabric of the everyday, often mundane, world of bureaucracy.

Rosemary O'Leary shows that the majority of guerrilla government cases are the manifestation of inevitable tensions between bureaucracy and democracy, which yield immense ethical and organizational challenges that all public managers must learn to navigate. To illustrate these tensions and challenges, O'Leary presents three in-depth case studies and 21 mini case studies that showcase the range of guerrillas from an official at a regional EPA office to a doctor at a medical school to the director of planning in a county office. O'Leary's fresh analysis, combined with great storytelling, underscores the importance of dissent and presents strategies for ways public servants can decide ethically to engage in guerrilla activity, while offering ways public managers can learn to tap into the potentially insightful, creative ideas and energy of dissenters in order to make constructive changes in the system.

Keywords: public administration, ethics, administrative ethics

Ethics in Public Management. H. George Frederickson (editor); Richard K. Ghere. M.E. Sharpe Inc. 2004.
<http://www.mesharpe.com/mall/resultsanew.asp?Title=Ethics+in+Public+Management>

The groundbreaking *Ethics in Public Administration* set the agenda for a decade's worth of research in the theory and practice of ethics in the public sector. This long-awaited follow-up volume represents the state of the art in research on administrative ethics. It features all new contributions by many of the leading figures in the field, and addresses both the managerial and individual/moral

dimensions of ethical behavior as well as new challenges to administrative ethics posed by globalization.

A detailed introduction, opening passage, and conclusion lend context to each of the book's four main sections. *Ethics in Public Management* is must reading for any graduate level course in public sector ethics.

Keywords: public administration, ethics, administrative ethics

The Ethics Challenge in Public Service: A Problem-Solving Guide, 2nd Edition [E-Book]. Carol W. Lewis, Stuart C. Gilman. Jossey-Bass. 2005.

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0787978809.html>

Since it was first published in 1991, *The Ethics Challenge in Public Service* has become a classic text used by public managers and in public management programs across the country. This second edition is filled with practical tools and techniques for making ethical choices in the ambiguous, pressured world of public service. It explores the day-to-day ethical dilemmas managers face in their work, including what to do when rules recommend one action and compassion another, and whether it is ethical to dissent from agency policy. This essential text explores managers' accountability to different stakeholders and how to balance the often competing responsibilities.

Keywords: public administration, ethics, administrative ethics

Ethics Management for Public Administrators: Building Organizations of Integrity.

Donald C. Menzel. M.E. Sharpe. 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Ethics+Management+for+Public+Administrators%3A+Building+Organizations+of+Integrity>

This practical, how-to book is dedicated to building organizations of integrity. It has been written for college students contemplating careers in public service, elected and appointed officials, administrators, and career public servants in America and abroad.

Keywords: public administration, ethics, administrative ethics

The Ethics Primer for Public Administrators in Government and Nonprofit Organizations.

James H. Svara. Jones and Bartlett Publishers. 2007.

<http://nonprofit.jbpub.com/catalog/0763736260/>

A primer that introduces the reader to the fundamentals of administrative responsibility and ethics, this text seeks to explain why ethics are important to administrators in governmental and non-profit organizations, and how these administrators can relate their own personal values to the norms of the public sector. Additionally, the text helps identify ways to link ethics and management in order to strengthen the ethical climate in a public organization.

Keywords: public administration, ethics, administrative ethics

Handbook of Administrative Ethics. Cooper, T. L., Marcel Dekker. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/0824790952/gid=1082141091/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-1404922-2673704?v=glance&s=books&n=507846

Delineating implications for administrative ethics from other fields such as sociology, psychology, and philosophy, this thought-provoking reference/text provides a comprehensive review of administrative ethics in the public sector...tracing the treatment of ethics in public administration literature from the late nineteenth century to the present.

Keywords: administration, administrative ethics, handbook

A Practical Companion to Ethics. Weston, Anthony. NY: Oxford University Press. 2001.
http://www.pricegrabber.com/search_books2.php/book_id=10144970/

We make decisions, form opinions, and take action on the basis of our moral character. But what are the underlying moral standards which guide us in these important mental and physical activities? A Practical Companion to Ethics deals with the specific attitudes and skills that make ethics work: a willingness to think for oneself, creative and integrative problem solving, and keeping an open mind.

Keywords: public administration, ethics, textbook

Public Ethics and Governance: Standards and Practices in Comparative Perspective.
(Research in Public Policy Analysis and Management, Volume 14). Denis Saint-Martin and Fred Thompson, editors. JAI Press. 2006.
<http://books.elsevier.com/us/politics/us/subindex.asp?isbn=9780762312269&country=United+States&community=politics&ref=&mscssid=JF8GPDWLN28J9JAV90GP9BBB5DQU6BLE>

This important volume looks at conflicts of interest, codes of ethics, and the regulation of corruption in the United States, Canada, the United Kingdom, Australia, and the European Community. It finds that there is less corruption than ever before, but the gap between public expectations and perceptions has nevertheless widened. Moreover, it questions the dominant academic approach to applied ethics, with its emphasis on training, standards and procedures, and, ultimately, regulation.

In contrast, the authors featured in this volume argue that governance is a social process. Ethical governing means attending to the relational aftermath of complex decisions - the ways in which decisions and their execution affect and sustain social relationships. Moreover, applied ethical reasoning in this context must not only confront certain stock issues, but must also lead to widespread participation in decision-making processes. Viewed in this way, ethical governing means a respectful discourse involving widespread participation of legitimate viewpoints.

Keywords: public administration, ethics

Public Integrity. Dobel, J. Patrick. WA: Johns Hopkins University Press, 2002.

http://www.walmart.com/catalog/product.jsp?dest=9999999997&product_id=1634058&sourceid=150000000000001827190

In this groundbreaking book, J. Patrick Dobel describes and analyzes the elements that constitute integrity in public office. Focusing on public officials, themselves--rather than on external laws or norms--the book explores the responsibilities, pressures, and dilemmas faced every day by those who hold public office.

Keywords: ethics, integrity, public administration, textbook

A Reasonable Public Servant: Constitutional Foundations of Administrative Conduct in the United States. Yong S. Lee. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=A+Reasonable+Public+Servant%3A+Constitutional+Foundations+of+Administrative+Conduct+in+the+United+States>

An essential text for PA courses on Human Resource Management as well as Public Management and Law, this book illuminates the role of *the reasonable public servant*, who strives to perform authorized functions efficiently, yet in a manner that aligns with constitutional values embodied in the Bill of Rights.

A Reasonable Public Servant provides a comprehensive review of Supreme Court opinions in explaining the reasonable conduct of a public servant and the development of clearly established constitutional and statutory rights that a reasonable public servant is expected to observe: property rights; procedural due process; freedom of critical speech; privacy; equal protection; and anti-discrimination laws. The author relies on the Court's opinions as the exemplar of public reason, and pays close attention to the manner in which the Court balances among competing value priorities -- for example, the rights of a public servant as an employee as well as an individual citizen, and the efficiency needs of the government as an employer as well as a sovereign state. The book's detailed appendices include the U.S. Constitution, the Bill of Rights, and Title VII of the Civil Rights Act of 1964.

Keywords: ethics, integrity, public administration

The Responsible Administrator: An Approach to Ethics for the Administrative Role, 5th Edition. Terry L. Cooper. Jossey-Bass. 2006.

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0787976512.html>

Those who serve the public trust must take special care to ensure they make ethical and responsible decisions. Yet the realities of bureaucracies, deadlines, budgets, and demands for quick results make the payoffs for dealing formally with ethics seem unclear. Since its original publication, *The Responsible Administrator* has guided professionals and students alike as they grapple with the challenges of making ethical, responsible decisions in real world situations.

This new edition includes information on coping with new demands for accountability, as well as new cases and examples, an examination of current issues relevant to administrative ethics, and supplementary materials for professors.

Cooper's theoretical framework and practical applications and techniques will help you consider all of the factors involved in a decision, ensuring that you balance professional, personal, and organizational values. Case studies and examples illustrate what works and what does not. *The*

Responsible Administrator helps both experienced and novice public administrators and students become effective decision makers, provides them with a solid understanding of the role of ethics in public service and the framework to incorporate ethical and values-based decision making in day-to-day management.

Keywords: ethics, integrity, public administration

Reform, Ethics And Leadership In Public Service. Edited by Michael Hunt and Barry O'Toole, Ashgate Publishing. 2005.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=Rt3l8ss9as&isbn=1840141077&itm=1>

The public service in the United Kingdom and throughout the Anglophone world has been subject to more than fifteen years of constant reform. These reforms have raised numerous questions about the role of the public service in western political systems. The most important of these might be termed ethical questions. Essentially, they concern the relationships between citizens and their governments and the roles and duties of politicians and officials in the aims, organization and management of government. These questions raise further issues about leadership (both political and administrative) and about the type of people who exercise leadership in our political and administrative system.

The three elements of this book, Reform, Ethics and Leadership, have traditionally been treated separately in the literature of the administrative sciences. The particular value of this book is that it recognizes their inter-relationships and, through contributions from scholars in Britain and overseas, provides a contemporary perspective as well as drawing the issues together in case volume.

Keywords: ethics, leadership, public service, reform

Reinventing Accountability: Making Democracy Work for Human Development. Anne Marie Goetz and Rob Jenkins. Palgrave Macmillan. 2005.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=Rt3l8ss9as&isbn=1403906246&itm=2>

A deepening crisis in accountability in developing democracies has triggered much debate on accountability and the mechanisms needed for overcoming deficiencies of democracy. This book analyzes a wide variety of contemporary efforts to reform accountability systems in developing countries. It makes an original contribution to the debate by dealing with a variety of novel approaches to accountability and it combines these approaches in both a systematic and analytic fashion. The book also includes case study material on successful accountability initiatives.

Keywords: accountability, reinventing government

Teaching Ethics and Values in Public Administration Program: Innovations, Strategies, and Issues. Bowman, James S. NY: State University of New York Press, 1997.

<http://www.amazon.com/Teaching-Ethics-Values-Administration-Programs/dp/0791435105>

This book offers a comprehensive selection of the latest work on teaching ethics in public administration. It presents in-depth original studies on contemporary innovations, strategies, and issues in ethics instruction and examines the most recent efforts to design ethics-education curricula that make an important difference in the lives of professional men and women.

Keywords: ethics, public administration, textbook

The Responsible Administrator: An Approach to Ethics for the Administrative Role. Cooper, Terry L. CA: Jossey-Bass. 1998.

<http://www.alibris.com/search/search.cfm?S=R&wauth=Terry+L.+Cooper&siteID=PmFI5OICKw4-TcCENySiUFxcumUCeEcLsg>

In this thoroughly revised and updated fourth edition, Cooper expands on and uncovers many current issues relevant to administrative ethics. He presents a design approach to administrative ethics, emphasizing the connection between decision making and actual practice within an organization. Cooper offers new insight on postmodernism, explaining how the problems that organizations now face have been intensified by postmodern conditions, and describes the relationship between ethics and the emerging principal-agent theory. The new edition also features a large number of up-to-date case studies and examples.

Keywords: ethics, public administration, textbook

Unmasking Administrative Evil. Guy B. Adams and Danny L. Balfour. M. E. Sharpe. 2004.

<http://www.sagepub.com/book.aspx?pid=3880>

Unmasking Administrative Evil discusses the overlooked relationship between evil and public administration, as well as other fields and professions in public life. The authors argue that the tendency toward administrative evil, as manifested in acts of dehumanization and genocide, is deeply woven into the identity of public administration, as well as other fields and professions in public life. The common characteristic of administrative evil is that ordinary people within their normal professional and administrative roles can engage in acts of evil without being aware that they are doing anything wrong. Under conditions of moral inversion, people may even view their evil activity as good. In an age when "bureaucrat bashing" is fashionable, this book seeks to move beyond such superficial critiques and lay the groundwork for a more ethical and democratic public life, one that recognizes its potential for evil and thereby creates greater possibilities for avoiding the hidden pathways that lead to state-sponsored dehumanization and destruction.

Although social scientists generally do not discuss "evil" in an academic setting, there is no denying that it has existed in public administration throughout history. Hundreds of millions of human beings have died as a direct or indirect consequence of state-sponsored violence. This book argues that administrative evil, or destructiveness, is part of the identity of all modern public administration (as it is part of psychoanalytic study at the individual level). Furthermore, evil has been largely suppressed or ignored despite, or perhaps because of, its profound and far-reaching implications for the field. From the Holocaust to the "white lie," evil exists on a continuum, and the way along that continuum begins on the proverbial "slippery slope." We prefer to think of horrible eruptions of evil, such as Adolf Hitler, as occurring at a particular historical moment and within specific extraordinary cultural contexts. Yet, we have a long history in the United States of public lynchings, syphilis/radiation/LSD

experiments within our military, and police brutality in our cities while public administrators have looked on, even participated. The Holocaust was such a massive administrative undertaking, we must consider whether modern public administration may be at its most effective and efficient when it is engaged in programs of dehumanization and destruction.

Constructing a positive future for public administration requires a willingness to deal with the disturbing aspects of the field's history, identity, and practices. Rather than viewing events such as genocide as isolated or aberrant historical events, the authors show how the forces that unleashed such events are part of modernity and are thus present in all contemporary public organizations. This book is not an exercise in bureaucrat-bashing. It goes beyond superficial critique of public affairs and lays the groundwork for building a more effective and humane profession.

Keywords: ethics, public administration, textbook

Administrative Law

Administrative Law. Alfred C. C. Aman, William T. Mayton, Alfred C. Aman. West Group. 2001.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0314238751&TXT=Y&itm=20>

Keywords: administrative law, textbook

Administrative Law. Cann, Steven. CA: Sage. 2005.
<http://www.sagepub.com/book.aspx?pid=11383>

This casebook of United States administrative law is an essential tool for those seeking to understand, or obliged to work within, its general principles. Each chapter begins with a case outline that introduces key concepts and ends with summaries of the law principles, doctrines, and legal tests presented in the chapter. The author uses democracy as the conceptual framework for administrative law, a unique approach which places US administrative law within a more comprehensible context. Appropriate for an undergraduate course, this text presents a problem-solving approach within a framework that contrasts democracy with the administrative state, explained as one in which significant policy is made by insulated technocrats and bureaucrats.

Keywords: administrative law, public administration, textbook

Administrative Law. John M. M. Rogers, Michael P. Healy, Ronald J. Krotoszynski. Aspen Publishers, Inc. 2003.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0735533164&TXT=Y&itm=10>

Keywords: administrative law, textbook

Administrative Law (Examples & Explanations). William F. Funk, Richard H. Seamon. Aspen Publishers, Inc. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=073552453X&TXT=Y&itm=17>

Keywords: Administrative Law, Textbook

Administrative Law (Gilbert Law Summaries). Michael R. Asimow. Barbri Group. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0159007798&TXT=Y&itm=16>

Keywords: Administrative Law, Textbook

Administrative Law and Politics: Cases and Comments. 3rd Edition. Lief H. Carter, Christine B. Harrington. Longman. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0321036859&TXT=Y&itm=26>

Keywords: Administrative Law, Textbook

Administrative Law and Process in a Nutshell. Gellhorn, Ernest and Ronald, Levin M. MN: West information Pub Group, 1997.

http://www.walmart.com/catalog/product.gsp?dest=9999999997&product_id=737042&sourceid=150000000000001827190

One of the more significant developments in the last half of the 20th century has been the huge growth of governmental agencies and the importance of the governing administrative law. This volume will help you excel at understanding general principles, policy considerations and methods of analysis of federal, state or local agency procedures.

Keywords: administrative law, public administration, textbook

Administrative Law and Regulatory Policy: Problems, Text, and Cases. Stephen G. Breyer, Richard B. Stewart, Cass R. Sunstein, Matthew L. Spitzer. Aspen Publishers, Inc. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0735524157&TXT=Y&itm=15>

Help your students master the principles of administrative law in an era of change with this new edition of the renowned casebook *Administrative Law and Regulatory Policy: Problems, Text, and Cases, fourth edition*. The book correlates issues of regulatory policy with doctrinal problems to explore the relationship between administrative government and democratic goals. Their extensively revised casebook now offers more explanatory materials, more concise text, many new cases, and reorganized material for greater accessibility. New co-authors, Cas Sunstein and Matthew Spitzer, join renowned administrative law authorities, Stephen Breyer and Richard Stewart, to offer a matchless view of administrative law, including: how agencies promote political legitimacy; how different understandings of democracy bear on evaluation of administrative government; and the multiple purposes of administrative agencies. The casebook also emphasizes cutting-edge issues, such as the regulation of risks to life and health and regulation of telecommunications.

Administrative Law and Regulatory Policy: Problems, Text, and Cases, fourth edition, covers new ground, including: the President's changing relationship to the administrative system; recent and proposed congressional initiatives; judicial developments in the nature of legal interpretation; the role of the judiciary in protecting traditional and nontraditional rights against agency interference or from agency abdication; the landmark Chevron decision, including issues of standing and evaluation; "frontiers" issues such as cost-benefit analysis, "low cost" methods of achieving regulatory goals, and "health-health" tradeoffs

Keywords: Administrative Law, Textbook

Administrative Law for Public Managers. David H. Rosenbloom. Westview Press. 2003.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0813398053&TXT=Y&itm=11>

This book focuses on the essentials that public managers should know about administrative law-- why we have administrative law; the constitutional constraints on public administration; and administrative law's frameworks for rulemaking, adjudication, enforcement, transparency; and judicial and legislative review. Rosenbloom views administrative law from the perspectives of administrative practice, rather than lawyering with an emphasis on how various administrative law provisions promote their underlying goal of improving the fit between public administration and U.S. democratic-constitutionalism. Organized around federal administrative law, the book explains the essentials of administrative law clearly and accurately, in non-technical terms, and with sufficient depth to provide readers with a sophisticated, lasting understanding of the subject matter.

Keywords: Administrative Law, Textbook

Administrative Law in the Political System. Kenneth F. Warren. Westview Press. 2004.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0813341167&TXT=Y&itm=9>

Written as the core text for the administrative law course in MPA programs, this comprehensive book uniquely places administrative law within the context of the political system. The focus is on how our public administrators shape and administer public policies while having to uphold procedural due process standards. The case approach is played down for a more direct, descriptive systems approach which stresses that administrative law can only be fully appreciated in the context of the pressures stemming from the larger political system. *Administrative Law in the Political System, fourth edition*, offers a descriptive, analytical approach making the subject more accessible for readers, as well as providing comprehensive coverage of administrative law, its principles, doctrines, and cases in a non-technical language. The author employs systems theory to convey that administrators must respond to not only legal demands, but also to socio-economic and political systemic demands. The book also covers both historical and the latest case law, as well as the most recent scholarly articles and political happenings in order to place administrative law in the most current context. Lastly, Warren examines the impact that neo-conservative politics, the judicially sanctioned federalist revival, and the post-9/11 mindset have had on the development of administrative law.

Keywords: Administrative Law, Textbook

Administrative Law, Principles and Practice (American Casebook Series). John H. Reese, Richard H. Seamon. West Group. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0314263373&TXT=Y&itm=8>

Attention is given to administrative law, the Administrative Procedure Act, and public information. The authors continue with a discussion of agency administration of its legislative program followed by procedural requirements for rulemaking and for federal adjudication, and procedural rights of persons and parties. The text includes material on constitutionally required procedural fairness, formal hearing and agency decisions in formal proceedings, and additional APA provisions. The book concludes by addressing the availability of judicial review, timing, relief pending, and scope of judicial review.

Keywords: Administrative Law, Textbook

Administrative Law Supplement. Gelhorn, Byse, Ernest Gellhorn, Peter L. Strauss, Rakoff. Foundation Press, Incorporated. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=1566627338&TXT=Y&itm=24>

Family Law, fourth edition, addresses the need to rethink the traditional family model. To assist that effort, the materials in this book have been selected to develop several important themes: the tension between private ordering and state supervision in family law; the importance of constitutional doctrines that have been invoked to limit state regulation of family law; attention to the ethical dilemmas unique to the field: Is it appropriate, for example, to represent both husband and wife in a divorce? How can an attorney represent a child who is too young to talk?

The materials in *Family Law* and its helpful *Teacher's Manual* are designed to help enrich classroom discussion and prepare students to practice in this challenging field.

Keywords: Administrative Law, Textbook

Administration Law: American Public Law Process-Cases and Materials, fourth edition.

Mashaw M.N.: West Publishing Co, 1998.

<http://www.ecampus.com/book/0314144250>

New material, plus a sharper, more descriptive organization, makes this edition richer, more accessible, and more adaptable to a variety of teaching styles. It will enable students to master the conventional rubrics of the subject, while probing the deeper issues of legal method, public policy, and political organizations that surround disputes over doctrine.

Keywords: administrative law, public administration, textbook

Administrative Law: Bureaucracy in a Democracy. Daniel E. Hall. Prentice Hall. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0130909696&TXT=Y&itm=21>

This textbook examines administrative law with an eye toward accountability and the prevention of abuse. It introduces the basic knowledge relating to administrative agencies and the laws that govern their behavior, illustrating major principles with case excerpts. Chapters address issues like

agency discretion, the requirements of fairness, delegation, agency rule making, adjudications, and the methods of maintaining accountability through review, access, and liability. Hall teaches at the University of Central Florida. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keywords: Administrative Law, Textbook

Administrative Law: Cases and Materials, *fourth edition*. Charles H. H. Koch. LexisNexis Matthew Bender. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0820550671&TXT=Y&itm=23>

Keywords: Administrative Law, Textbook

Administrative Law: Cases and Material. Ronald A. Cass, Colin S. Diver, Jack M. Beermann. Aspen Publishers, Inc. 2002

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0735524262&TXT=Y&itm=14>

Administrative Law: Cases and Materials earned the respect of instructors and students by supplementing the traditional emphasis on legal doctrine with a systematic understanding of how administrative agencies behave, along with an appreciation of both judicial and non-judicial controls. A number of special features make this book a standout. The book focuses on fewer agencies to help your students go into more depth on the background of cases, including processes within agencies. The new edition features expanded coverage of Chevron's progeny, including 2 new recent Supreme Court cases applying Chevron. Cass, Diver, and Beerman's casebook is the only Administrative Law casebook to include a new case on Negotiated Rule Making. Readers will find new and revised material on Informal Processes, Informal Adjudication, Exemptions from Section 553, and related matters. New and revised coverage also includes: citizen suits; the new communications act; and municipal liability. There is a new case on statutory hearing rights. A thoroughly revised and updated Teacher's Manual completes the perfect learning and teaching package. Join your many colleagues who have found that *Administrative Law: Cases and Material* serves as the cornerstone of an engaging and efficient course. Be sure to review the third edition before you select materials for your next class.

Keywords: Administrative Law, Textbook

Administrative Law: Principles and Practices. Reese, John H. The West Group, 1995.

<http://www.alibris.com/search/search.cfm?qwork=125626&wauth=John%20Reese&ptit=Administrative%20Law%3A%20Principles%20and%20Practice&pauth=Reese%2C%20John%20H%2E&isbn=031404986X&pqty=7&pqtynew=0&pbest=4%2E88&matches=7&qsort=r>

The author of this book designed it for use in a basic law school course. It consists of 826 pages to permit a reasonable pace of study during the semester. This book is designed to be a teaching-learning tool and not a desk book. Neither is it simplistic nor is it encyclopedic. Attention is given to state and local administrative law, although federal materials are central to the text and are used to develop the various models for analysis.

Keywords: administrative law, public administration, textbook

Administrative Law Treatise, fourth edition. Richard J. Pierce, Jr. Aspen Publishers, 2006.
<http://www.aspenpublishers.com/Product.asp?catalog%5Fname=Aspen&category%5Fname=Administration+Law+05AB&product%5Fid=0735521506&Mode=BROWSE&ProductType=M>

Cited by the courts more than 4,000 times, this definitive work brings you analysis of the latest developments with all the practical guidance and knowledge you need to plan and present an effective case before the courts. When your clients confront government administrative action whether it's rulemaking, adjudication, or investigation, do what your colleagues do: turn to the undisputed leader in the field. Richard J. Pierce shows you the most effective approaches to any agency action, policy or procedure. You'll get answers to such questions as:

- Which due process protections do individuals and companies enjoy under administrative law?
- What are the limits of an agency's power to subpoena, inspect, and gain access to records?
- When must an agency provide an oral evidentiary hearing?
- How and when are agencies likely to use their rulemaking power to resolve factual disputes?

Pierce also provides a unique, in-depth treatment of agency discretionary power, especially in relation to evidence in oral hearings and other essential matters of practice. There's no need to look elsewhere for the law that governs such areas as: SEC rulemaking, Medicare and Medicaid, Jurisdiction in telecommunications disputes, Warrantless inspection of premises, FOIA exemptions, Agency power to make retroactive rules, Immunity of agency employees, Regulation of toxic substances in the workplace, Allocation of gas and electric services, Criteria for evidence of disability, Control of regional transportation authorities, INS deportation, and more.

Pierce provides incomparable authority and guidance on the administrative law governing these and virtually every other significant agency power or procedure. If you practice before government agencies, act as agency counsel, or are connected with appeals involving agencies, you'll find that courts listen to Richard J. Pierce.

Antitrust Policy and Vertical Restraints. Robert W. Hahn, ed. Brookings Institution Press. 2006.
<http://www.brookings.edu/press/books/antitrustpolicyandverticalrestraints.htm>

Antitrust law is intended to protect consumer welfare and foster competition. At first glance, however, it is often unclear whether certain business practices have positive or detrimental effects. Businesses frequently engage in activities that may appear anticompetitive on the surface, but are actually beneficial to consumers. Business tying practices, for example, make the sale of one product conditional upon the sale of another product. This practice can either deprive consumers of choice and drive up prices or lower costs and improve convenience. Therefore, it is critical that policymakers have a keen understanding of which vertical restraints—limitations imposed on businesses by firms located in the production chain—are likely to harm consumers more than they benefit competition. In order to formulate economically efficient policies, they must be able to identify and limit those practices that are likely to do more harm than good.

In *Antitrust Policy and Vertical Restraints* a group of leading scholars takes a hard look at how restraints limit the conditions under which firms may purchase, sell, or resell a good or service. The authors, representing both sides of the antitrust debate over tying practices, provide a uniquely broad perspective on this critical economic policy issue.

Keywords: administrative law, public administration

Cases on Public Law and Public Administration, *first edition*. Phillip J. Cooper. Brooks-Cole Publishing. 2005.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534643213&disciplinenum=20

By including cases from a complex and diverse field of law, yet maintaining a concise and efficient approach, this First Edition text provides the essence of what students need to gain an understanding of public law and administration--the ruling, concurring, and dissenting opinions of cases with careful editing to emphasize chosen themes. The book successfully focuses on the evolution of public administration with context and insight into each case along the way.

Keywords: administrative law, public administration

Federal Administrative Law. Gary Lawson. Foundation Press, Incorporated. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0314150889&TXT=Y&itm=5>

Keywords: Administrative Law, Textbook

Foundations of Administrative Law. Peter Schuck. Foundation Press, Incorporated. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=1587786710&TXT=Y&itm=6>

An interdisciplinary anthology designed for use in law school, graduate school, or undergraduate courses on administrative law. Its selected readings cover subjects, including foundations of the administrative state, historical foundations, the Administrative Procedure Act, models of procedure justice and effective governance, comparative administrative process, and the future of administrative law.

Keywords: Administrative Law, Textbook

Handbook of Public Law and Administration (Jossey-Bass Nonprofit and Public Management Series). Cooper, Phillip J., and Chester, Newland A., Jossey-Bass. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0787909300/qid=1082301773/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Provides an authoritative, jargon-free overview of all aspects of public law and how it affects the public administrator's job and responsibilities. Contributors include judges, legal experts, public administration scholars, and practicing administrators.

Keywords: handbook, law, public administration

Handbook of Regulation and Administrative Law (Public Administration and Public Policy). Rosenbloom, David H., and Richard Schwartz D. Marcel Dekker. 1994.

http://www.amazon.com/exec/obidos/tg/detail/-/0824791673/qid=1082302118/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This invaluable reference/text is the only interdisciplinary work of its kind. It presents a broad overview of the political, administrative legal, and constitutional questions posed by the rise of the

administrative state in the United States, covering all core subjects in the study of regulatory policy and administrative law. It bridges the gap in understanding between the fields of administrative and legal analysis, thus crossing the disciplinary boundaries of law, public administration, and public policy. Detailing the evolution of the administrative state and the consequent development of administrative law, the Handbook of Regulation and Administrative Law focuses on current trends in regulatory administration and addresses social, economic, and environmental regulation as well as state-level regulatory activity and regulatory "takings"; and "reregulation" examines the Federal Trade Commission's decision making and antitrust policy during the 1980s – all which provides in-depth analysis of the management of agency rule making, enforcement, and adjudication plus it investigates aspects of administrative transparency. The Handbook discusses the prospects for making public administration practices conform more fully with democratic constitutionalism considers individual rights in relation to public administrative operations and more.

Keywords: handbook, public law, regulation

High Court Case Summaries on Administrative Law. Diana Blatt, Alex Vinnitsky. West Group. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0314141650&TXT=Y&itm=12>

Keywords: Administrative Law, Textbook

Homeland Security Law and Policy. William C. Nicholson. Charles C. Thomas Publisher. 2005.

<http://www.ccthomas.com/details.cfm?P ISBN=0398075824>

Homeland Security Law and Policy discusses relationships abroad, the mission of federal, state, and local governments here at home, and the best way to “provide for the common defense” in a unique and incredibly helpful way. Presented in eight sections, the first examines homeland security and emergency management, defines homeland security within the classroom and the military, FEMA’s place in policy, law, and management which includes a hazardous materials perspective, FEMA’s changing priorities, and the shape of emergency response and management in the aftermath of the Homeland Security Act of 2002. Section II explores the local and regional perspectives, homeland security initiatives and management in metro areas, and emerges with a strategy for security. Section III presents new partnerships for homeland security, which covers the government, the private sector, and higher education. Partnering with the Department of Defense is reviewed, including their immediate response to any given disaster. Section IV covers “civil rights” issues, the government’s demands for new and unnecessary powers, antiterrorism investigations, the Fourth Amendment, the USA Patriot Act, money laundering, and suspicious activity reports from financial institutions. Section V explores the challenges for transportation and policy issues, aviation security, the role of technology and the federalized screening process. Section VI discusses natural disasters, weapons of mass destruction, bioterrorism defense, and the “dirty bomb” and its policy implications. Section VII continues with foreign policy aspects and foreign views, including excerpts from President Bush and Representative Doug Bereuter (R-Nevada). The final section tackles future challenges, restructuring management, the need for a change, the future role of the FBI, the executive orders issued in response to the 9-11 Commission Report, and the 9-11 Commission Report Implication Legislation. Illustrations and photographs are included to further the understanding of the subject matter. This resource will be invaluable to all law enforcement professionals, investigators, attorneys, and policymakers as well as the general public.

Keywords: administrative law, public administration

Law and the Administrative Process. John Scheb, John M. Scheb. Wadsworth. 2004.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0534177085&TXT=Y&itm=4>

A unique, new and current text for the Administrative Law course, *Law and the Administrative Process* provides brief but insightfully edited cases and examination of both state and federal law. Furthermore, the book addresses both practical and theoretical issues for a comprehensive and thorough text that is accessible to students who need guidance and structure when taking this course at the undergraduate or graduate level.

Keywords: Administrative Law, Textbook

Law and the Administrative Process (with InfoTrac), 1st Edition. John M. Scheb, John M. Scheb, II. Brooks-Cole Publishing. 2005.
http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534177085&disciplinenumber=20

Law and the Administrative Process is a unique, new and current text for the Administration Law course in which the authors combine their academic and practical experience to examine federal and state law. In addition to traditional administrative law topics, such as delegation of legislative authority to agencies, constitutional aspects, statutory framework, investigations, rulemaking, adjudication, and judicial review, the authors also present authoritative chapters on the evolution of the administrative state, political control of agencies, rights of public employees, governmental liability, and the future of administrative law. Excerpted judicial decisions following each chapter enable the instructor to selectively assign in-depth research. Furthermore, the book addresses both practical and theoretical issues for a comprehensive and thorough text that is accessible to students who need guidance and structure when taking this course at the undergraduate or graduate level.

Keywords: Administrative Law, Textbook

The Law of Higher Education: A Comprehensive Guide to Legal Implications of Administrative Decision Making. Kaplin, William A., Barbara, Lee A., and William, Kaplan A. CA: Jossey-Bass publisher. 1995.
<http://search.barnesandnoble.com/booksearch/results.asp?sourceid=00346648526169970417&bfdate=02-01-2005+16:10:32&ATH=William+Kaplin>

This third edition--with fifty percent of the material entirely new--updates the latest major developments in all of the topics covered in the previous edition and offers detailed information on a range of emerging issues, including sex discrimination, hate speech, academic freedom in religious institutions, athletic scholarships, animal research, environmental laws, and much more.

Keywords: administrative law, public administration, textbook

Providing Efficient, Cost-Effective, Quality Health Solutions for the 21st Century: Engaging Cutting Edge Care Technologies. John R. Coleman, Karen B. Zagor, Judith E. Calhoun. Charles C. Thomas Publisher. 2005.
http://www.ccthomas.com/details.cfm?P_ISBN=0398075336

This book is intended as a supplemental text for professional nurses, social workers, physicians, therapists, case managers, health administrators, and other care professionals engaging cutting

edge care technologies and innovative organizations that strive to provide efficient, cost-effective, quality health solutions in the twenty-first century for the elderly. Many of the cost containment concepts, technologies and organizations included in this book are constantly changing what, how, when, where, and who will be providing health care services and managing the wellness, health promotion, acute, and chronic disease management programs for specific populations. This text contains up-to-date cost containment tools used in different organizational forms of health care organizations including: Case Management (CM), Critical Pathways and Care Maps (CP), Disease State Management (DSM), Health Maintenance Organization (HMOs), Social Health Maintenance Organizations (SHMO), Program of All-Inclusive Care of the Elderly (PACE), and Telemedicine and Telehealth. It also contains recent data and information on cost containment tools and managed care strategies, case management techniques, outcomes, and programs introduced and led by mature and forward-looking HMOs, health care benefit management (HCBM) entities, health care organizations and pharmaceutical companies. Included are seven care and cost containment strategies that are constantly changing the designs of existing care systems, reshaping the roles of health care professionals, and the shapes of organizations in which they are integrated. The reader will find this book very helpful in understanding the new ways that people care for themselves and how health care organizations, networks, integrated care organizations and systems of care, and managed care organizations will care for people who are in greatest need of the attention.

Keywords: handbook, public administration, public administrative law

Public Administration and Law. Julia Beckett; Heidi O. Koenig (editors). M.E. Sharpe Inc. 2005.
<http://www.mesharpe.com/mall/resultsanew.asp?Title=Public+Administration+and+Law>

Public Administration and Law has been edited for use as a supplement for an undergraduate or MPA level course on Administrative Law. The selections, all from the pages of *Public Administration Review*, have been selected to enlighten and enliven the contents of any standard Administrative law textbook. Each of the book's main sections begins with introductory text and discussion questions by the volumes editors, Julia Beckett and Heidi Koenig, followed by relevant readings from *PAR*. The book's contents follow the standard pattern established by the field's major textbooks to facilitate the instructor's ability to assign readings that illuminate lectures and text material.

Keywords: handbook, public administration, public administrative law

Public Administration and Law. Rosenbloom, David, and Rosemary O'Leary, Dekker. 1997.
http://www.amazon.com/exec/obidos/tg/detail/-/0072401923/qid=1082303389/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This edition analyzes the enormous participation of federal courts in the area of public administration at all levels of government, presenting legal decisions based on how individuals actually encounter public administrators.

Keywords: handbook, public administration, public administrative law

A Reasonable Public Servant: Constitutional Foundations of Administrative Conduct in the United States. Yong S. Lee. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=A+Reasonable+Public+Servant%3A+Constitutional+Foundations+of+Administrative+Conduct+in+the+United+States>

An essential text for PA courses on Human Resource Management as well as Public Management and Law, this book illuminates the role of *the reasonable public servant*, who strives to perform authorized functions efficiently, yet in a manner that aligns with constitutional values embodied in the Bill of Rights.

A Reasonable Public Servant provides a comprehensive review of Supreme Court opinions in explaining the reasonable conduct of a public servant and the development of clearly established constitutional and statutory rights that a reasonable public servant is expected to observe: property rights; procedural due process; freedom of critical speech; privacy; equal protection; and anti-discrimination laws. The author relies on the Court's opinions as the exemplar of public reason, and pays close attention to the manner in which the Court balances among competing value priorities -- for example, the rights of a public servant as an employee as well as an individual citizen, and the efficiency needs of the government as an employer as well as a sovereign state. The book's detailed appendices include the U.S. Constitution, the Bill of Rights, and Title VII of the Civil Rights Act of 1964.

Keywords: public administration, public administrative law

Selected Federal and State Administrative and Regulatory Laws. 2004 edition. William F. F. Funk, Russell L. Weaver, Sidney A. Shapiro. West Group. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0314153829&TXT=Y&itm=3>

Keywords: Administrative Law, Textbook

State and Federal Administrative Law: 2d 2001 Supplement. Michael R. R. Asimow, Ronald M. Levin West Group. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0314262997&TXT=Y&itm=18>

Keywords: Administrative Law, Textbook

Textbook on Administrative Law. Peter Leyland, Terry Woods, and Gordon Anthony. Oxford University Press. 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=AW31ANeBcc&isbn=0199279373&itm=1>

Textbook on Administrative Law provides students with a comprehensive and thorough analysis of administrative law. Taking a practical approach to the subject, the authors concentrate on a full analysis of the core areas, whilst at the same time setting these within a contextual and thematic framework. The fifth edition has been thoroughly updated and revised in light of recent legislative reforms and new case law. In particular, there is new material on human rights and consideration of the impact of constitutional reforms on administrative law and reference--and where relevant, to the new European Constitution.

Keywords: Administrative Law, Textbook

Work over Welfare: The Inside Story of the 1996 Welfare Reform Law. Ron Haskins. Brookings Institution Press. 2006.

<http://www.brookings.edu/press/books/workoverwelfare.htm>

Work over Welfare tells the inside story of the legislation that ended "welfare as we know it." As a key staffer on the House Ways and Means Committee, author Ron Haskins was one of the architects of the Personal Responsibility and Work Opportunity Act of 1996. In this landmark book, he vividly portrays the political battles that produced the most dramatic overhaul of the welfare system since its creation as part of the New Deal.

Haskins starts his story in the early 1990s, as a small group of Republicans lays the groundwork for welfare reform by developing innovative policies to encourage work and fight illegitimacy. These ideas, which included such controversial provisions as mandatory work requirements and time limits for welfare recipients, later became part of the Republicans' Contract with America and were ultimately passed into law. But their success was hardly foreordained. Haskins brings to life the often bitter House and Senate debates the Republican proposals provoked, as well as the backroom negotiations that kept welfare reform alive through two presidential vetoes. In the process, he illuminates both the personalities and the processes that were crucial to the ultimate passage of the 1996 bill. He also analyzes the changes it has wrought on the social and political landscape over the past decade.

In *Work over Welfare*, Haskins has provided the most authoritative account of welfare reform to date. Anyone with an interest in social welfare or politics in general will learn a great deal from this insightful and revealing book.

Keywords: Administrative Law

Comparative Public Administration

Autonomy and Regulation: Coping with Agencies in the Modern State. Tom Christensen and Per Lægreid (editors). Edward Elgar Publishing. 2006.

http://www.e-elgar-publicpolicy.com/Bookentry_Main.lasso?id=4191

This book focuses on regulatory reforms and the autonomization and agencification of public sector organizations across Europe, Canada, New Zealand and Australia. The central argument of the

book is that regulation and agencification occur and perform in tandem. Comparative analysis on the processes, effects and implications of regulatory reform and the establishment of semi-independent agencies are undertaken, and the practice of trade-offs between political control and agency autonomy is explored. The contributors also discuss the challenges of fragmentation, coordination, 'joined-up' government and other government initiatives in the aftermath of the New Public Management movement and its focus on agencification. Finally, the complexity of deregulation/re-regulation, new emergent forms of regulation, control and auditing as well as reassertion of the center are examined.

Keywords: comparative public administration

Bureaucracy in the Modern State: An Introduction to Comparative Public Administration. Jon Pierre (Editor) Edward Elgar Publishing. 1995.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=1852787252&itm=12>

Public administration is under increasing pressure to become more efficient, better geared to the demands and opinions of citizens, more open to contacts with transnational bureaucracies, and more responsive to the ideas of elected policy makers. *Bureaucracy In the Modern State* offers a comparative analysis of how these challenges affect public administration in France, the United States, Germany, Japan, Britain, Sweden and the developing countries of the Third World. Specialist chapters written by acknowledged experts on the public policy of each country are brought together in a comparative framework in order to assess the impact of recent changes on the relationship between policy makers and the civil service, and the organizational challenges presented by the introduction of market-based ideology. Assessing public administration from a State-Society perspective, the authors focus on four basic factors which they believe determine the role of the bureaucracy in modern societies: the configuration of the state, the relationship between policy-makers and the bureaucracy, the internal organizational dynamics of the bureaucracy, and the relationship between the public bureaucracy and civil society. A special analysis of the relationship between domestic and transnational bureaucracies is also included, with particular reference made to the European Union. Addressing one of the key public policy issues of our time, this book will be widely used by teachers, students and researchers who will welcome the combination of in-depth studies of selected countries, from capitalist democracies to developing countries, with an authoritative comparative analysis held together by a distinct theoretical framework.

Keywords: comparative public administration

Comparative Performance Measurement: FY 2004 Data Report. ICMA Center for Performance Measurement. 2005.

http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&Product_ID=509&CATID=4

This 10th annual report of the ICMA Center for Performance Measurement provides comparative data on police, fire, neighborhood, and support services for 87 cities and counties participating in the Center's comparative performance measurement program.

The report includes 220 tables and graphs of efficiency, input, output, and outcome measures, citizen survey data, mean and median values for jurisdictions of various population sizes, explanatory information, and time-trend data compared to prior years' results.

Keywords: comparative public administration

Comparative Perspectives on E-Government: Serving Today and Building for Tomorrow
Serving Today and Building for Tomorrow. Hernon Pet Hernon, Peter Hernon, Peter Cullen,
Rowena Relyea, Harold C. Lanham, MD: Scarecrow Press. 2006.

http://bookshop.blackwell.co.uk/jsp/id/0810853574/Comparative_Perspectives_on_E_Government_Serving_Today_and_Build.html

E-government is a product of the Internet age, and *Comparative Perspectives on E-Government* identifies the various facets of e-government, comparing developments among five countries (Australia, UK, Canada, New Zealand, and the US). E-government is a more complex, rich phenomena than previously recognized.

Keywords: comparative public administration

Comparative Public Administration. J. A. Chandler. Routledge, Taylor & Francis Company. 2000.

<http://www.ebookstore.tandf.co.uk/html/moreinfo.asp?etailerid=19&bookId=536888731>

Comparative Public Administration provides an introduction to the system of public administration and management in a number of important liberal democracies. It examines the extent to which politicians and public opinion can influence bureaucracies in various countries, and explores the role of public administration systems within the wider political systems and democratic frameworks of their states. Areas covered include the United States; the European Union; Japan; Britain; France; Germany; The Republic of Ireland; Italy and Sweden. This accessible volume is a highly valuable resource for students of Politics and Administration at all levels.

Keywords: comparative public administration

Comparative Public Administration, first edition. Jamil Jreisat and J. E. Jreisat Westview Press. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0813398037/qid=1118075265/sr=1-3/ref=sr_1_3/103-9364801-1672668?v=glance&s=books

Comparative Public Administration and Policy is an examination and analysis of the subject from the classic period of the 1960s to the present. This comparative scholarship has been an exemplar of the most fascinating era of social science development and remains the most promising aspect of the political and administrative studies. The global context, the information revolution, and democratization trends in many parts of the world are reshaping public organizations as tools of governance in modern society. This book is a unique contribution, not only for dealing with an important topic, but also for providing students and scholars a comprehensive view, instead of the usual fragmented discussions. It is an analytical, evaluative, exhaustive, and balanced approach to critical dimensions of modern governance.

Keywords: comparative public administration

Comparative Public Administration and "Conventional Wisdom". Ilchman. SAGE Publications. 1971.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0803901399&itm=20>

Keywords: comparative public administration

Comparative Public Administration and Policy. Jamil E. Jreisat. Westview Press. 2002.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0813398037&TXT=Y&itm=2>

Comparative Public Administration and Policy is an examination and analysis of the subject from the classic period of the 1960s to the present. This comparative scholarship has been an exemplar of the most fascinating era of social science development and remains the most promising aspect of the political and administrative studies. The global context, the information revolution, and democratization trends in many parts of the world are reshaping public organizations as tools of governance in modern society. This book is a unique contribution, not only for dealing with an important topic, but also for providing students and scholars with a comprehensive view, instead of the usual fragmented discussions. It is an analytical, evaluative, exhaustive, and balanced approach to critical dimensions of modern governance.

Keywords: comparative public administration, public policy

Comparative Public Administration: Analytical Frameworks and Critique, Comparative Research. Moshe Moar (Editor), Jan-Erik Lane (Editor). Ashgate Publishing. 1999.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=1840140720&itm=8>

Volume I is subtitled "Analytical Frameworks and Critiques," and contains 23 contributions offering perspectives on the nature of comparative public administration, public policy, administrative policy, the structure of government and its scope of activities, public management, bureaucratic roles, control, and regulation. Volume II is subtitled "Comparative Research," and contains 24 contributions discussing the state of comparative administration research, attitudes of senior civil servants, senior civil servants and government change, senior civil servants' careers and pay, civil service reforms, organizational culture, public policy reforms, policy variations across countries, policy coordination, and determinants of policy variations. Both volumes contain a name index only. Annotation c. Book News, Inc., Portland, OR (booknew.com).

Keywords: comparative public administration

Comparative Public Administration: The Essential Readings (Research in Public Policy Analysis and Management, Volume 15). Eric E. Otenyo and Nancy Lind (Editors). JAI Press. 2006.
<http://books.elsevier.com/us//elsevier/us/subindex.asp?maintarget=&isbn=0762313595&country=United+States&srccode=&ref=&subcode=&head=&pdf=&basiccode=&txtSearch=&SearchField=&operator=&order=&community=elsevier>

Volume 15 of *Comparative Public Administration*, titled *Research in Public Policy Analysis and Management*, offers a four-part approach that includes comparative public administration, administrative development and development administration, institutional management, and new public management and reforms. These elements discuss the fundamentals of public administration in detail while also investigating the changes that occur in administrative institutions. Special attention is given to international organizations.

This book is well suited for practitioners and academic researchers that deal with important methodological and theoretical issues in the policy sciences.

Keywords: comparative public administration

European Yearbook of Comparative Government and Public Administration. Manufactured by Westview Press. Joachim J. Hesse (Editor). Westview Press. 1996.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0813369576&itm=10>

Keywords: comparative public administration

A Handbook of Canadian Public Administration. Dunn, C., Oxford University Press. 2003.
http://www.amazon.com/exec/obidos/tg/detail/-/0195415108/qid=1082141973/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The Handbook of Canadian Public Administration reflects on the historical approaches to the study and practice of public administration, while considering some of the new 'hot issues' in the field, such as: new public management; alternative service delivery; information and communications technology; voluntary sector and the role of municipal governments. It also looks at specific policy areas such health care, regulation of biotechnology, and Aboriginal self-government. Every chapter is written by an expert in the field and follows a format that is consistent throughout the book. Each selection looks first at the history of the topic in question, then at its current state, and ends by examining possible future directions. The volume has both individual chapter introductions and a general introduction providing the context, structure, and aims of the work as a whole.

There is an emphasis on the history of the area--the history of ideas, issues, or policies and a description of the current status and possible future developments of the area.

Keywords: Canadian public administration, handbook

Handbook of Comparative and Development Public Administration, second edition. Farazmand, A., Marcel Dekker. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/0824704363/qid=1082142099/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Seventy-six essays cover various issues related to the study of comparative and development administration, and more specifically, administrative performance and political responsibility. They discuss the administrative processes related to economic development, with an emphasis in the role of bureaucracies. The volume focuses on contemporary conditions in developing countries; however, historical perspectives, and analyses of the conditions of industrialized countries are also included. Chapters discussing public administration in various countries are grouped geographically. Other chapters discuss the historical bases of public administration and bureaucracy, problems in comparative and development administration, ethics and accountability, bureaucratic politics and administrative theory, bureaucratic power, change, and revolution.

Keywords: comparative public administration, development public administration, handbook

Handbook of Comparative Public Administration in the Asia-Pacific Basin. Wong, Hoi-Kowk, and Hon Chan S., Marcel Dekker. 1999.
http://www.amazon.com/exec/obidos/tg/detail/-/0824719433/qid=1082142153/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This stimulating reference/text examines a wide range of issues and trends in administrative reform in the Newly Industrialized or Industrializing Economies (NIEs) of the Asia-Pacific Basin. Offers

detailed case studies illustrating the dynamics and etiology of reform protocols. The book suggests new ways of understanding reform within a bureaucratic or political framework. Including nearly 600 references, tables, and drawings, the Handbook of Comparative Public Administration in the Asia-Pacific Basin is an ideal reference for public administrators, policy analysts, public policy and public management specialists, comparative public policy specialists, comparative public administration and management specialists, political scientists, and specialists in East Asian and Asian-Pacific studies, and a valuable text for upper-level undergraduate and graduate students in these disciplines.

Keywords: Asian public administration, comparative public administration, Asian public administration, handbook.

Politics of Bureaucracy: An Introduction to Comparative Public Administration, sixth edition. Peters. Taylor & Francis Ltd, 2008.

http://bookshop.blackwell.co.uk/jsp/display_product_info.jsp?isbn=9780415342094

Presents an exploration of the political and policy-making roles of public bureaucracies, offering comparative analysis of the effects of politics on bureaucracy. This work contains international case studies on North America, Western and Eastern European and Asian countries. It is aimed at students of government, policy analysis, and politics.

Keywords: comparative public administration

Public Administration: A Comparative Perspective. Ferrel Heady. Marcel Dekker. 2001.

http://www.amazon.com/Public-Administration-Comparative-Perspective-Policy/dp/0824704800/sr=1-1/qid=1168886376/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

Ferrel (emeritus, public administration, U. of New Mexico, Albuquerque) assesses the state of the comparative study of public administration and characterizes the administrative systems of a wide range of present-day nation-states. He begins by introducing public administration as a field of study. Subsequent chapters discuss, for example, historical antecedents of national administrative systems, administration in more developed and less developed nations, and bureaucratic-prominent and party-prominent political regimes. The sixth edition covers recent developments in various national systems of public administration, including those of the former Soviet Union, Eastern Europe and China. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Public Administration in Developed Democracies: A Comparative Study. Rowat, D. C., Dekker. 1988.

http://www.amazon.com/exec/obidos/tg/detail/-/0824778073/qid=1082303687/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This text presents a comparative study of public administration in the 20 most developed democracies.

Keywords: comparative study, democracy, handbook, public administration

Public Administration in the Third World: An International Handbook. Subramaniam, V., Greenwood Publishing Group. 1990.

http://www.amazon.com/exec/obidos/tg/detail/-/0313247307/qid=1082303745/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This reference handbook gives a detailed, objective picture of the evolution, structure, and processes of public administration in representative Third World countries. Written by an international group of specialists with first-hand knowledge of the subject, it presents empirical studies of developing nations in Asia, the Middle East, North and Sub-Saharan Africa, the West Indies, and Latin America. The resulting data are shaped by the editor into a theoretical framework delineating the complex relationships of state, bureaucracy, and class in the Third World.

Keywords: economic development, handbook, public administration, Third World

Public Ethics and Governance, 14: Standards and Practices in Comparative Perspective.

Denis Saint-Martin and Fred Thompson, editors. JAI Press, 2006.

http://www.elsevier.com/wps/find/bookdescription.cws_home/707748/description#description

This important volume looks at conflicts of interest, codes of ethics, and the regulation of corruption in the United States, Canada, the United Kingdom, Australia, and the European Community. It finds that there is less corruption than ever before, but the gap between public expectations and perceptions has nevertheless widened. Moreover, it questions the dominant academic approach to applied ethics, with its emphasis on training, standards and procedures, and, ultimately, regulation.

In contrast, the authors featured in this volume argue that governance is a social process. Ethical governing means attending to the relational aftermath of complex decisions - the ways in which decisions and their execution affect and sustain social relationships. Moreover, applied ethical reasoning in this context must not only confront certain stock issues, but must also lead to widespread participation in decision-making processes. Viewed in this way, ethical governing means a respectful discourse involving widespread participation of legitimate viewpoints.

Consequently, the authors suggest that the nearly universal dissatisfaction with the state of public ethics is a manifestation of something deeper and more profound. As one author explains, public perceptions won't look up so long as politics remains a spectator sport, dominated by "sleaze ball tactics and shrinking sound bites."

The Social Construction of Public Administration: Interpretive and Critical Perspectives. Jong

S. Jun, with foreword by Frank P. Sherwood. State University of New York Press. 2006.

<http://www.sunypress.edu/details.asp?id=61254>

This book challenges the limitations of modern public administration theories. In this conceptual guided tour of contemporary public administration, Jong S. Jun challenges the limitations of the discipline which, he argues, make it inadequate for understanding today's complex human phenomena. Drawing on examples and case studies from both Eastern and Western countries, he emphasizes critical and interpretive perspectives as a counterforce to the instrumental-technical rationality that reduces the field to structural and functionalist views of management. He also emphasizes the idea of democratic social construction to transcend the field's reliance on conventional pluralist politics. Jun stresses that public administrators and institutions must create opportunities for sharing and learning among organizational members and must facilitate interactive processes between public administrators and citizens so that the latter can voice their problems and opinions. The future role of public administrators will be to transcend the limitations of the

management and governing of modern public administration and to explore ways of constructing socially meaningful alternatives through communicative action and the participation of citizens.

Keywords: comparative public administration

Toward the Comparative Study of Public Administration. Indiana University Department of Government Staff, William J. Siffin (Editor) Greenwood Publishing Group 1973.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0837165482&itm=19>

Keywords: comparative public administration

Emergency Management

Accident and Emergency Management. Louis Theodore, Joseph P. Reynolds, Frank Taylor. Wiley, John & Sons. 1990.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0471619116&TXT=Y&itm=30>

An introduction to the principles of accident and emergency management, with discussion of practical applications. The book is divided into four parts: problems, accidents, dispersion, and risk assessment. Covered are fires, explosions, emissions, and other accidents, and all important aspects of legal considerations, emergency planning, and emergency response are addressed. There is also coverage of more technical topics, such as applications and calculations. The final section addresses hazard and risk assessment, followed by an epilogue on accident prevention.

Keywords: emergency management

Chaos Organization and Disaster Management. Kirschenbaum, Alan. CRC Press. 2003.
http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK2908&parent_id=&pc=

Chaos Organization and Disaster Management offers a scholarly survey of disaster response behavior and management in the face of natural and manmade catastrophe. The author provides a methodological and empirical platform from which to initiate a critical analysis of disaster management. Sparked by a unique field study of the Israeli experience during the Gulf War, this book demonstrates the massive divide between individual responses to disaster and the actual functioning of disaster management organizations. It exposes the fundamental flaws of disaster management agencies, analyzing disasters from the perspectives of both agencies and potential victims. Formulating an alternative approach to disaster management that draws upon the advantages of privatization, this volume appraises methods of measuring disaster agency effectiveness, emphasizing the citizen vantage point and stakeholder evaluations. It outlines the intrinsic bureaucratic constraints that impede the efficacy of government agencies, and reveals the disconnect between organizational and victim perceptions of disaster. By highlighting a new empirically based understanding of disaster behavior, the book recommends moving the focus of disaster management to a social process model that will save lives.

Keywords: chaos organization, disaster response behavior and management

Colorado Disaster Emergency Procedures Handbook for Local Government. Colorado Office of Emergency Management, 1999.

<http://www.dola.state.co.us/dem/publications/DisasterHandbook.pdf>

The handbook outlines the emergency management plan for the State of Colorado.

Keywords: Colorado, disaster, emergency, handbooks, public administration

Comprehensive Emergency Management for Local Governments. James A. Gordon. Rothstein Associates Inc. 2002.

http://www.rothstein.com/data/dr650a.htm?source=gaw&kw=Comprehensive_Emergency_Mgmt_Local

The book offers helpful advice on how a local government undertakes comprehensive emergency planning, who is assigned what tasks, and the ongoing obligations of those with such responsibilities. It is a treatment of the entire process of which writing a plan is only one part. There are many aspects to managing a successful, but more importantly effective, local government emergency program that are often overlooked by the novice or part-time emergency planner. This book provides a truly comprehensive view from which any local government will benefit.

Disaster Management in the U. S. and Canada: The Politics, Policy Making, Administration, and Analysis of Emergency Management. Richard Terry Sylves, William L. Waugh, William L. Waugh, Jr. (Editor). Charles C Thomas Publisher. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0398066094&TXT=Y&itm=18>

Keywords: emergency management textbook

Disaster Resilience: An Integrated Approach. Douglas Paton, David Johnston. Charles C. Thomas Publisher. 2006.

http://www.ccthomas.com/details.cfm?P_ISBN=0398076634

This book will fill the gaps that hamper the effective utilization of the resilience and sustainability concepts within emergency planning: one concerns the lack of a comprehensive review of this multi-level concept; the second relates to its multi-level nature. Specifically, the text identifies a need for the systematic integration of these different levels in a manner that illustrates the holistic contribution of the resilience concept to emergency planning. By integrating these different levels in a manner that illustrates the holistic contribution of the resilience concept to emergency planning, a comprehensive working model of disaster resilience and sustainability can be developed. The text discusses the resources and strategies required at each level to facilitate resilience and how they can be integrated to develop a sustained capacity to adapt to nature (and other) hazard consequences. The nature and implications of these inter-relationships will be developed throughout the text and will lead towards the development of a comprehensive, integrated model of community resilience. A key focus of the text will thus be its articulating the inter-relationships between these levels. The importance of basing emergency planning on the holistic application of the concept will also be discussed. By representing resilience in a holistic manner, the text will also constitute a resource capable of assisting assessment of the community implications of any shortfall of resilience resources for emergency planning and for community recovery planning. The book brings together contributions from international experts in core areas. It includes chapters that provide an overarching framework within which the need for inter-relationships between levels to be developed

is discussed. It also includes sections that link chapters to progressively develop a holistic multi-level model, and a chapter that describes the final comprehensive model and its implications for contemporary emergency management. It will be useful to those researching or teaching courses in emergency management, disaster management, community development, environmental planning, urban development, sociology, and applied psychology, as well as to emergency management agencies, risk management agencies, engineers and consultants, planners, emergency and law enforcement agencies, and social and welfare agencies.

Keywords: emergency management

Emergency Incident Management Systems: Fundamentals And Applications Louis N. Molino
John Wiley & Sons, 2006

http://www.amazon.com/exec/obidos/tg/detail/-/0471455644/qid=1118080690/sr=1-3/ref=sr_1_3/103-9364801-1672668?v=glance&s=books

Emergency Management. T. E. E. Drabek. Springer-Verlag, New York. LLC. 1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0387971149&TXT=Y&itm=29>

The subject is not what to do during a hurricane, earthquake, meltdown, etc., but how to maintain an effective local organization between emergencies, when people lose interest, and when budgets get cut. Drabek (sociology, U. of Denver) identifies organizations and managers that he has seen as being effective, asks them how they do it, and generalizes. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keywords: emergency management textbook

Emergency Management Planning Handbook. Geary W. Sikich. Mcgraw-Hill, TX. 1995.

<http://www.amazon.com/exec/obidos/tg/detail/-/0070576351/103-9364801-1672668?v=glance>

Filled with practical, how-to methods, this book provides a comprehensive guide to emergency management planning in the manufacturing, process, and service industries. It shows managers how to develop and maintain effective emergency management plans for all major hazards, and describes what various companies do to implement programs. Readers will find illustrative case studies from the nuclear, chemical, petroleum, transportation, and service industries. Also included are examples of training, public outreach, audit, and compliance programs--plus a helpful emergency management plan evaluation guide.

Emergency Management: Principles and Practice for Local Government. Thomas E. Drabek (Editor), Gerard J. Hoetmer (Editor). International City/County Management Association. 1991.

http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&Product_ID=256

This comprehensive text covers key issues in the field today, including mitigation, preparedness, response, and recovery; the roles of the state and federal governments; organizing for emergency management; coordinating community resources; and public sector liability.

Emergency Response and Emergency Management Law: Cases and Materials. William C. C. Nicholson, Charles C Thomas Publisher. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0398074070&TXT=Y&itm=13>

Nicholson (law, Widener University School of Law) explains the legal challenges faced by front line responders in emergency situations, covering training accidents, vehicle issues, dispatch, and emergency medical services issues. He begins discussion of emergency management with a comparison of the responsibilities of local and state governments, then examines federal emergency management law and offers suggestions for optimizing the alliance between attorneys and emergency managers. Chapter questions and problems are included. The book will be useful for law students and attorneys, as well as emergency responders and emergency managers. Annotation ©2004 Book News, Inc., Portland, OR.

Keywords: emergency management textbook

Extension Agent's Handbook for Emergency Preparation and Response. Bilbo, D.L., 2001.

www.fema.gov/txt/library/eprhb.txt

Handbook provides general family preparedness in the event of an emergency. The book covers ten disaster specific situations.

Keywords: disaster management, handbooks, public administration

Foundations of Emergency Management. George Buck. Thomson Delmar Learning. 1st edition. 2006, August 15.

http://www.amazon.com/exec/obidos/tg/detail/-/1401857981/qid=1118080690/sr=1-1/ref=sr_1_1/103-9364801-1672668?v=glance&s=books

This book provides a comprehensive introduction to the concept of emergency management. It contains explanations of the necessary models, systems, and processes required to effectively plan, migrate, respond, and recover from various disasters. In addition, this broad-based approach includes information on how to effectively manage disasters involving multiple jurisdictions at the national as well as the international levels and illustrates the ways in which the duties and responsibilities of managers have evolved over time. Learners will gain a fundamental understanding of the role and responsibilities of the emergency manager during tragedies, natural disasters, hazardous materials incidents, and terrorist events with the help of this new book. Emphasis on real-world situations is featured through commonplace scenarios that most emergency managers are likely to face and includes up-to-date coverage of the current issues and latest strategies and tactics for a modern-day approach to emergency response.

Handbook of Crisis and Emergency Management. Farazmand, Ali, Marcel Dekker. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0824704223/qid=1082142431/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

In preparing this encyclopedic handbook, Farazmand (Florida Atlantic U., Fort Lauderdale) was driven by the lack of a single source of information on three main subjects: putting political, economic, environmental and other crises into perspective as manifestations of societal evolutionary processes; addressing crises in a systematic way, offering solutions or approaches to study them; and discussing the complex issues related to emergency management. The reference is intended as

a primary textbook for upper undergraduate and graduate courses in crisis management, emergency management, public policy on mitigation and disaster management or prevention, and public management.

Keywords: crisis management, emergency management, handbook

Handbook of Disaster Research. (Series: Handbooks of Sociology and Social Research). Havidan Rodriguez, Enrico L. Quarantelli, and Russell Dynes, editors. Springer, 2006.
http://www.springer.com/west/home/social+sciences?SGWID=4-40384-22-139763261-0&teaserId=206988&CENTER_ID=134569

Recent disasters, such as the 2004 Indian Ocean Tsunami, bomb explosions in London, Hurricane Katrina, the Pakistan Earthquake, floods in Central America, and landslides in Indonesia, among many others, have resulted in an extensive loss of life, social disruption, significant economic impacts to local and national economies, and have made headline news in countries throughout the world. Thus the *Handbook of Disaster Research* is a timely and much needed contribution to the field of disasters. The editors of this *Handbook* have brought together a comprehensive and interdisciplinary volume with a diverse and international group of contributors.

The *Handbook* is based on the principle that disasters are social constructions and focuses on social science disaster research. Attention is given to conceptual issues dealing with the concept "disaster" and to methodological issues relating to research on disasters, including Geographic Information Systems as a useful research tool and its implications for future research; how disaster research is increasingly being used in the emergency management curriculum; and how research is useful in dealing with emergency operations. The *Handbook* also includes a number of essays focusing on various types of vulnerabilities. In addition, there are discussions on community processes that are evoked by disasters, including warnings, search and rescue, coordination, and organizational adaptation, as well as, dealing with death and injury, and recovery, and the role of the media in disasters; special attention is given to emergency systems in several nation states. The *Handbook* also includes contributions focusing on the relationship between disaster and development, the popular culture of disasters, new dimensions of disaster research, as well as projections of disasters into the future.

Keywords: crisis management, emergency management, handbook

Introduction to Emergency Management. George D. Haddow. Butterworth-Heinemann, 2005.
http://www.amazon.com/exec/obidos/tg/detail/-/0750679611/qid=1118080690/sr=1-5/ref=sr_1_5/103-9364801-1672668?v=glance&s=books

Keywords: crisis management, emergency management, handbook

Methods for Disaster Mental Health Research. Fran H. Norris, Sandro Galea, Matthew J. Friedman, and Patricia J. Watson (editors). Guilford Press. 2006.
http://www.guilford.com/cgi-bin/cartscript.cgi?page=pr/norris.htm&dir=research/res_tech&cart_id=

This authoritative book will be of interest to anyone involved in studying the mental health consequences of large-scale traumatic events or in measuring the effectiveness of post-disaster interventions. The book considers disasters from different perspectives and translates their chaotic aftermath into feasible research ideas and approaches. Contributing authors, all experienced researchers and practitioners, present a wide range of methods and strategies used in epidemiology,

program evaluation, and public mental health planning in the aftermath of natural or technological disasters and terrorism. Descriptions of exemplary studies bring to life the associated logistical and scientific challenges and show how these challenges can be addressed using high-quality research designs.

Keywords: crisis management, emergency management

Minnesota Emergency Management Director's Handbook. Minnesota Dept of Public Safety. 2000.

http://www.dps.state.mn.us/dhsem/uploadedfile/dir_hand/letter_toc_updates.pdf

Provides emergency managers with policies, directives and general information for emergency management programs.

Keywords: handbooks, Minnesota, public administration

Principles of Emergency Planning and Management. David Alexander. Oxford University Press. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=Tf4gbPeBD6&isbn=0195218388&TXT=Y&itm=3>

"As interest in planning for emergencies and disasters burgeons, and educational and training programs proliferate, *Principles of Emergency Planning and Management* is the first book to meet the need for a concise, yet comprehensive and systematic, primer on how to prepare for a disaster. Providing readers with a comprehensive, systematic, yet concise introduction to effective preparation for disasters, it provides a unified starting point encompassing the scattered and parochial literature in this nascent field of academic enquiry and practical endeavor. The book provides a general introduction to the methods, procedures, protocols and strategies of emergency planning, with emphasis on situations in industrialized countries and the local level of organization (i.e. cities, municipalities, metropolitan areas and small regions), though with ample reference to national and international levels. Rather than concentrating on the practices of any one country or state, the author focuses on general principles. *Principles of Emergency Planning and Management* is designed to be a reference source and manual from which emergency managers can extract ideas, suggestions and pro-forma methodologies to help them design and implement emergency plans. A comprehensive all-hazards approach is adopted, with frequent reference to the most important individual hazards and the planning and management needs that they create. Twelve examples of actual emergency planning and management problems are analyzed in detail. Principles of emergency planning and management is written especially for the new generation of emergency planners and managers that is emerging as a result of intensified governmental interest in disaster preparedness. Many of them will occupy positions in government or other organizations that require emergency plans. The book will also be of value to students of disasters and hazards who have a practical interest in how disasters are planned for and managed, and to professional workers and trainees who will eventually have to participate in disaster plans. *Principles of Emergency Planning and Management* is designed to be easily integrated with training courses in emergency preparedness."

Police Ethics: Crisis in Law Enforcement, 2nd Edition. Tom Barker. Charles C. Thomas Publisher. 2006.

http://www.ccthomas.com/details.cfm?P_ISBN=0398076324

The objective of this book is to provide law enforcement officers and supervisors with an understanding of ethical behavior as it relates to the police occupation. This book is based on the premise that an ethical crisis has always existed in law enforcement and is the result of the nature of the police occupation created by the Metropolitan Police Act of 1829. Policing is and always has been a morally dangerous occupation. There are four questions that are critical to the understanding of the ethical problems of the American law enforcement community. These questions are: (1) Is law enforcement a profession? (2) Can law enforcement officers be professional? (3) What forms of behavior are the major law enforcement ethical violations? and (4) Can we control police ethical violations? At times the answers to these questions will be disturbing to some, particularly those who believe that rhetoric, denial, and blaming others are the solutions to the ethical crisis. Additional topics include the Law Enforcement Code of Ethics, corrupt practices, police misconduct, and control of ethical violations. The moral dangers of this occupation are discussed in detail, and the reader will realize how important ethical standards are for police officers. This book will serve as a guide for new officers and a refresher for experienced officers as we move the occupation forward and make policing a profession that is real.

Keywords: emergency management

Protecting the Homeland 2006/2007. Michael d'Arcy, Michael O'Hanlon, Peter Orszag, Jeremy Shapiro, and James Steinberg. Brookings Institution Press. 2006.

<http://www.brookings.edu/press/books/protectingthehomeland20062007.htm>

Homeland security is among the most important, complex, and politically charged issues facing the United States today. Building on the insightful analysis of *Protecting the American Homeland* (Brookings, 2002 and 2003), this important new book examines the current homeland security concerns and the adequacy—or inadequacy—of policies designed to address them.

In terms of the nation's efforts to date, the glass is perhaps half full. Since the terrorist attacks of September 11, domestic and international intelligence sharing has improved, resources devoted to counterterrorism have increased, and numerous new policies and procedures have been implemented to protect the country. The absence of further attacks on American soil suggests that security is better. But while many measures taken thus far have been designed to prevent a recurrence of a similar strike, much less has been done to thwart other plausible kinds of attacks. Brookings experts argue that the future efforts should focus on stopping catastrophic threats such as hits on chemical plants and other private-sector infrastructure, large-scale effects from biological pathogens, radiological or nuclear attacks, and (when the technology is ready) surface-to-air missiles—and should emphasize early prevention rather than later response. Looking at both the big picture and the smaller components of this issue, they call for the U.S. government and its Department of Homeland Security to work more closely with key partners such as local and state officials, foreign governments, and the private sector.

Protecting the Homeland 2006/2007 reviews the current state of homeland security, assesses America's remaining vulnerabilities, and suggests new policies to improve security in the United States. It presents specific recommendations for reforming intelligence; fostering international

cooperation; increasing infrastructure and border protection; developing technology; and formulating countermeasures against specific types of aggression. Written with a sense of urgency, the book warns that while Americans can feel somewhat safer today than they did in 2001, much more needs to be done in improving the nation's defenses against terrorism.

Keywords: emergency management

Science and Technology of Terrorism and Counterterrorism. Ghosh, Tushar K., Mark Prelas A., Dabir, Viswanath S., and Sudarshan. Loyalka K. CRC Press. 2002.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK2047&parent_id=&pc=

Citing viable homeland defense strategies, this book examines the potential agents, delivery methods, and toxic and nontoxic effects of possible nuclear, biological, and chemical terrorist attacks. Providing countermeasures for governmental and emergency first-response teams, the book covers the impact of WMDs on public health, agriculture, and economic infrastructures, as well as the limitations of sensor/detection technology and the prediction of potential biological and chemical events. It also discusses the effects of next wave cyberterrorism, the roles of state and federal agencies, root causes of terrorism, how to diagnose a chemical or bioterrorism event in the emergency room, and more.

Keywords: science and technology, terrorism and counterterrorism

System under Stress: Homeland Security and American Politics, second edition. (Part of the Public Affairs and Policy Administration Series). Donald F. Kettl, editor.

JAI Press, 2006.

<http://www.cqpress.com/product/System-under-Stress-Homeland-Security-2.html>

Winner of the Louis Brownlow Book Award!

The massive bureaucratic reorganization under the Department of Homeland Security was a response to the system-wide coordination problems brought to light on 9/11. Better planning, new leadership, and far-reaching reform were to demonstrate that the U.S. had learned its lessons well, that it would be prepared for the next attack or disaster. But the catastrophic response to Hurricane Katrina unequivocally showed how this restructuring has not brought about the kinds of long term policy changes that are necessary to deal effectively and efficiently with threats—whether manmade or natural.

Is the system permanently broken? Should FEMA be removed from DHS or abolished altogether? Donald Kettl, in this thoroughly updated second edition, takes a hard look at the most recent stress on the system. He explores how the 9/11 Commission forever changed public discourse on the topic as well as discusses the ways in which FEMA might be reformed. The country faces solvable problems, he argues, yet is in dire need of new leadership at every level. In his brief, gripping narrative, Kettl assesses how well the U.S. political system responds under extraordinary pressure and asks if the focus will continue to be on fighting the last war. There is small chance the catastrophe that lies ahead will replicate the last one. Is the government ready to face that next challenge?

Keywords: crisis management, emergency management, handbook

Terrorism: An Investigator's Handbook

www.ncjrs.org

Introduces law enforcement personnel to terrorism investigation, describes how terrorists operate and suggestions to improve investigations.

Keywords: handbook, public administration, terrorism

Tolley's Handbook of Disaster and Emergency Management : Principles and Practice. Raj Lakha, Tony Moore. Butterworth-Heinemann. 2nd edition. 2005, April 19.

As a result of recent high-profile disasters, the area of Disaster Management is becoming increasingly significant and recognized within both the public and private sectors, spanning the areas of health and safety, occupational health and risk and facilities management. A growing number of organizations are undertaking measures to protect themselves against potential disaster, and many find themselves faced with this daunting responsibility.

Keywords: disaster, emergency management, handbook

Intergovernmental Relations

Aboriginal Politics: Intergovernmental Relations. Christine Fletcher. Melbourne University Publishing. 1992.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0522844731&itm=38>

Keywords: Intergovernmental Relations

American Intergovernmental Relations: Foundations, Perspectives, and Issues by Laurence J. O'Toole (Editor) CQ Press Books; 3rd edition 1999

<http://www.cqpress.com/product/American-Intergovernmental-Relations.html>

American Intergovernmental Relations offers an overview of the American federal system-the complex system of thousands of governments through which public policy is developed and implemented-as well as the implications of that system for the perennial and pressing issues of the present and the future. The new third edition updates the solid coverage that characterized earlier editions to account for the challenges of the twenty-first century.

Organized in a five-part structure, *American Intergovernmental Relations* covers historical and theoretical perspectives on the subject, political aspects, the fiscal dimension, administrative features, and the future of the system. Each of the five parts opens with a brief introduction written by Laurence J. O'Toole, Jr., and closes with questions that will stimulate classroom discussions and encourage further study.

Selected from a wide variety of sources and combining discussions of contemporary findings and issues with classic and enduring expositions, the collection includes fifteen new selections and a core of eighteen readings retained from the second edition. Important developments of the 1990s receive attention to account for, among other topics, the impact of the Republican-controlled Congress on intergovernmental relations, efforts by state governments to influence the national policy process, the impact of key judicial decisions on the operations of the intergovernmental

system in the future, the political controversy surrounding unfunded mandates and the Advisory Commission on Intergovernmental Relations (along with its related demise), the place of cities and their efforts at economic development, and the implications of "reinventing government" for relations among governments.

Keywords: American government, intergovernmental relations

Control and Power in Central-Local Government Relations. R. A. Rhodes. Ashgate Publishing. 1999.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1840147784&itm=46>

Keywords: intergovernmental relations

Decade of Devolution: Perspectives of State and Local Relations. E. Blaine Liner, Jack A. Brizius. Urban Institute Press. 1989.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0877664641&itm=20>

What principles are called into play by the states and their subdivisions as they re-sort responsibilities (both among themselves and between themselves and appropriate federal agencies) in order to determine which level of government should control, pay for, and deliver services? The book answers this question by examining what actually happened over the last decade when the states realigned services and authorities in response to this necessary devolution. The book also provides a guide for decision makers while they continue to work out the proper allocation of the powers and duties of various levels of government.

Keywords: intergovernmental relations

Design and Administration of Intergovernmental Transfers: Fiscal Decentralization in Latin America. Donald R. Winkler. World Bank Publications. 1994.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0821328220&itm=22>

Keywords: intergovernmental relations

Disaster Relief: The Politics of Intergovernmental Relations. Ruth M. Stratton. University Press of America. 1989.

This study examines the response of national, state and local government to three disasters experienced in New York State since 1974: the flooding problems that occurred in the city of Syracuse in July 1974; the blizzard that took place in Buffalo in January 1977; and the experiences associated with chemical waste at the Love Canal in Niagara Falls which were first declared a disaster area in August 1978. Confining the investigation to a single state offers the advantage of a common structural framework at least at the federal and state levels. This study attempts to discover in three particular circumstances how governments responded to the problems of disaster and how these governments responded to one another. A review of the governmental response offers an opportunity to examine the design and the development of disaster policy in the U.S. The picture which emerges is one of a unique system of federal aid which since the 1950's has been

increasingly generous and susceptible to manipulation. This study also explores the dynamics of the American policy process known as implementation. Finally, this study offers insight into the power relationships which exist in the American federal system. An assessment of the performance of each level of government in the delivery of disaster services contributes to the continuing debate over the framework of the American political system.

Keywords: intergovernmental relations

Emerging Conflicts in the Doctrine of Federalism: The Intergovernmental Predicament. James C. Smith. University Press of America. 1984.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0819138800&itm=14>

Describes and analyzes intergovernmental problems that hinder the smooth operation of government institutions. Shows how different levels of government mediate conflict which takes place in the intergovernmental arena, and provides a perspective from which to view the nature, operation, and inconsistencies of the political system. A useful text for students of political science, particularly intergovernmental relations and state administration, as well as urban studies.

Keywords: intergovernmental relations

Environmental Policy and Fiscal Federalism: Selected Essays of Wallace E. Oates. Wallace E. Oates. Edward Elgar Publishing. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1843766302&itm=41>

"Wallace Oates is one of the most important scholars in both environmental economics and public finance and this new volume of his essays brings together his recent research in both these areas, covering theory, research and policy. The first half of the book includes papers on the political economy of environmental policy, the analysis of environmental regulation and environmental federalism. The second half deals with fiscal and regulatory competition, state and local government finance and fiscal federalism." This new collection will be essential reading for scholars and students in both environmental economics and public finance

Keywords: intergovernmental relations

Evolving Intergovernmental Relations for Effective Development in the Context of Regionalization. Claugia Pamfil. Central European University Press.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=9639419567&itm=24>

Keywords: intergovernmental relations

Federalism and Intergovernmental Relations. Wright, Deil S.,. American Society for Public Administration. 1984.

http://www.amazon.com/exec/obidos/tg/detail/-/0936678062/qid=1082140554/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The selections in this book, which are drawn from the Public Administration Review, expose and explore several themes of changed intergovernmental relationships across more than four decades of wartime emergency, peacetime quiescence, urban malaise, citizen activism and fiscal retirement.

Keywords: federalism, handbook, intergovernmental relations

From New Federalism to Devolution: Twenty-Five Years of Intergovernmental Reform.

Timothy J. Conlan. Brookings Institution Press. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0815715315&TXT=Y&itm=7>

Between 1969 and 1995, Republican presidents and congressional leaders launched three bold attempts to reform American intergovernmental relations. With each attempt, the goals of reform grew more ambitious, from rationalizing and decentralizing an activist government to rolling back the welfare state to replacing it altogether. Expanding and updating his book, *New Federalism: Intergovernmental Reform from Nixon to Reagan (1988)*, Timothy Conlan traces this remarkable evolution in federalism reform politics and analyzes its significance

Keywords: intergovernmental relations

Globalization and Decentralization: Institutional Contexts, Policy Issues and Intergovernmental Relations in Japan and the United States. Edited by Jong S. Jun Deil S. Wright. Georgetown University Press. 1996.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0878406182&itm=26>

This book explores the effects of global socio-economic forces on the domestic policies and administrative institutions of Japan and the United States, and it explains how these global factors have shifted power and authority downward from the national government to subnational governments. This major comparative study comprises ten pairs of essays written by leading Japanese and American scholars on parallel public policy issues, institutional patterns, and intergovernmental relations in Japan and the United States, all set in the context of globalization and its impact on decentralization in each country. The twenty contributors and the editors provide new insights into the domestic consequences of global interdependence by examining emerging strategies for dealing with environmental concerns, urban problems, infrastructure investments, financial policies, and human services issues. An important study of the changing global setting, *Globalization and Decentralization* emphasizes the innovative and adaptive roles played by Japanese and American state, provincial, regional, and local governments in responding to the dramatic economic and political power shifts created by the new world order.

Keywords: intergovernmental relations

Governing Partners: State-Local Relations in the United States. Russell L. Hanson. Westview Press. 1998.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=081332601X&TXT=Y&itm=17>

Recently, budgetary restraints and institutional gridlock have limited the role of the national government in domestic policymaking. Subnational governments have responded by assuming primary responsibility for a number of key problems, including economic development, educational improvement, environmental regulation, and health and welfare innovations. The United States has some 80,000 subnational governments from nation-sized states to mosquito abatement districts. A concise introduction to state-local relations, this volume of nine original essays includes an overview of the structure of state-local arrangements, central policy issues in state-local relations, and the likely future of state-local relations.

Keywords: intergovernmental relations

Handbook Of Fiscal Federalism. Ehtisham Ahmad and Giorgio Brosio (editors). Edward Elgar Publishing. 2006.

http://www.e-elgar-publicpolicy.com/Bookentry_main.lasso?id=3584

This major new Handbook addresses fiscal relations between different levels of government under the general rubric of 'fiscal federalism', providing a review of the latest literature as well as an invaluable guide for practitioners and policy makers seeking informed policy options. The contributors include leading lights in the field, many of whom have themselves made seminal contributions to the literature.

Keywords: intergovernmental relations

The Impact of Intergovernmental Grants on the Aggregate Public Sector. Greenwood Publishing Group. 1989.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0899303889&itm=18>

Schwallie offers the first detailed study of the extent to which grants-in-aid have affected the size of government. In the process, the author provides a good introduction to both the normative and positive theories of intergovernmental grants and a useful summary of grants-in-aid research over the past 25 years. With the aid of economic models that analyze governmental fiscal decision making, econometric findings, and recent empirical studies, Schwallie develops a well-defined theory that explains how a system of intergovernmental grants might affect aggregate public sector size.

Keywords: intergovernmental relations

Intergovernmental Commodity Organizations and the New International Economic Order. Amer Salih Araim. Greenwood Publishing Group. 1991.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0275934055&itm=36>

Araim examines the role of intergovernmental commodity organizations in international commodity trade, focusing particularly on the effects of these organizations on the establishment of the New International Economic Order. Four major commodity organizations are studied in depth--OPEC, the

Intergovernment Council of Copper-Exporting Countries, the International Bauxite Association, and the International Coffee Organization--to determine their ability to wrest control from transnational corporations, to repatriate the profits from the development of a raw material base, and enforce an altered economic order that gives greater prominence to the world's developing nations.

Keywords: intergovernmental relations

Intergovernmental Fiscal Relations. Edited by Ronald C. Fisher. Kluwer Academic Publishers.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0792399188&itm=3>

Eight papers explore the factors influencing fiscal relations between the various governments of the US federal system, and apply the findings to major policy areas. The factors covered are the organization of government, including the optimal sizes and numbers of jurisdictions and the appropriate assignment of public-sector functions among those jurisdictions; the formation and execution of tax policy in a multi-jurisdictional setting; and the appropriate structure and use of intergovernment transfers. The policy areas, based on current policy actions, are education, welfare, economic development, and intergovernmental fiscal interaction in urban areas. Some comparisons are made with other developed countries. Annotation c. by Book News, Inc., Portland, Or.

Keywords: intergovernmental relations

Intergovernmental Relations and Economic Management in China. Jun Ma. St. Martin's Press. 1996.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0312161115&itm=5>

This book examines how China's decentralization process has affected and will affect the country's macroeconomic performance and the market function. With an innovative application of game theory, the author develops an analytical framework that can explain the behavior of the central and local governments under alternative institutional environments. The study also suggests how to establish desirable rules of games in China's political and economic institutions through appropriate reforms. This book is particularly suitable for students and researchers studying the Chinese economy, but it will also appeal to economists and political scientists working on intergovernmental relations in other countries.

Keywords: intergovernmental relations

Intergovernmental Relations and Public Policy, Vol. 156. Edited by Edwin Benton and David R. Morgan. Greenwood Publishing Group. 1986

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0313254435&itm=28>

Unlike other works in the field, Intergovernmental Relations and Public Policy deals with all levels of intergovernmental relations in the United States. Following an introductory section on the intergovernmental setting of public-policy, the book explores federal-state, state-local, and federal-state-local relations. There are discussions of health and safety, natural resources and environmental regulatory policy, federal aid programs, state small community development programs, and many other areas of current concern. Each of the fifteen chapters examines a significant development in contemporary intergovernmental relations, and the authors attempt to focus on the

interactions of governmental units, which have a direct effect on the making, implementation, and impact of public policy.

Keywords: intergovernmental relations

Intergovernmental Relations Coordinator. Jack Rudman National Learning Corporation.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0837336376&itm=13>

Keywords: intergovernmental relations

Local Government and The States: Autonomy, Politics and Policy. David R. Berman. M. E. Sharpe. 2003.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=076561085X&itm=36>

Berman (political science, Arizona State University) analyzes intergovernmental power conflicts between local governments and state governments in the United States. He first explores broad interactions between the federal, state, and local governments and the conflicts between state governments and large city governments. He then turns his attention to more specific disputes related to regulation, control over money, and the legal restructuring of local governments. He argues that a case can be made that moves should be made towards greater local autonomy. Annotation (c)2003 Book News, Inc., Portland, OR

Keywords: intergovernmental relations

The Politics of Subnational Governance. Edited by Deirdre A. Zimmerman and Joseph F. Zimmerman, and Joseph Francis Zimmerman. University Press of America. 1991.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0819183873&itm=30>

The Politics of Subnational Governance is a collection of up-to-date articles on state and local government. Part I, Intergovernmental Relations, traces the development of national-state relations from 1789 until 1988, with special emphasis on state-local relations and interstate relations. Part II, State Constitutions, explores judicial federalism and activism, and explains the organizational and fiscal principles of a selection of state constitutions. Part III, Politics of State Government, includes readings on state government ranging from election campaigns to legislative-gubernatorial relations and small claims courts. Part IV, Politics of Local Government, deals with state restraints on local discretionary authority, state mandates, the New England town meeting, city manager government, small towns, charter reform, alternative electoral systems, evolving decentralization in New York City, and rationalization of functional assignments.

Keywords: intergovernmental relations

Public Administration: Partnerships in Public Service, Third Edition. William C. Johnson. Waveland Press, Inc. n.d.
<http://www.waveland.com/Titles/Johnson-PA.htm>

The complex subject of governance is illuminated and clarified in this completely revised third edition of William C. Johnson's popular text. Working from the premise that no significant government enterprise takes place within the boundaries of any one organization, the author examines the collaborative process through which public policy is shaped by networks of organizations with diverse missions and certain common purposes. The discussion examines the institutional structures of government and the private sector, as well as the connections between them, the specific operations within these institutions, and the relationships between administrative institutions and the larger society. Throughout the presentation, the author emphasizes the role of public administrators in forming and maintaining the partnerships that advance the goals of government. Each chapter features boxed highlights that illustrate and enliven the principles of public administration. From the No Child Left Behind Act, creation of the Department of Homeland Security, and distribution of the Colorado River's water, to the smart-growth approach to land-use planning, emergence of e-government, and globalization, Johnson draws widely from current issues and events to underscore his presentation with interesting and relevant examples.

Keywords: intergovernmental relations

The Rebirth of Federalism: Slouching toward Washington, 2nd edition. David B. Walker. CQ Press. 1999.
<http://www.cqpress.com/product/Rebirth-of-Federalism-Slouching.html>

Both a history of American federalism and an analysis of its current condition, this second edition offers up-to-date statistics and new interpretation. While considering recent developments, Walker concludes with an optimistic assessment of the overall health of the system.

Keywords: federalism, intergovernmental relations

Reforming Intergovernmental Fiscal Relations and the Rebuilding of Indonesia: The Big Bang Program and Its Economic Consequences. James Alm, Jorge Martinez-Vazquez, Sri Mulyani Indrawati. Edward Elgar Publishing. 2004.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1843764512&itm=6>

This edited volume presents original papers, written by a select group of widely recognized and distinguished scholars, that take a hard, objective look at the many effects of decentralization on economic and political issues in Indonesia. An authoritative, comprehensive collection, *Reforming Intergovernmental Fiscal Relations and the Rebuilding of Indonesia* will be of interest to economists and policy makers as well as students of public finance, development, and Asian economics.

Keywords: intergovernmental relations

Shared Power: What is It? How Does It Work? How Can We Make It Work Better? John M. Bryson, Robert C. Einsweiler. University Press of America.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0819184578&itm=44>

The book explores the concept of shared power arrangements as ways in which public issues are, or can be, addressed. One series of chapters focuses on major conceptual or theoretical topics that cut across all policy areas and levels of analysis; while another series of chapters explores power sharing within particular policy areas, so that the meaning and the limits of power sharing might be addressed across policy domains. Contents: Introduction and Overview; Managing Interconnectedness, Current Institutional Arrangements that Create or Require Shared Power; Policy Coordination and Interorganizational Relations; Towards a Synergistic Model of Power; Urban Planning in Shared Power Settings; Power Sharing and System Change: The Case of Public Education; Schooling and Shared Power Among Organizations; Industrial Policy, Full Employment Policy; Macroeconomics Stabilization, Industrial Policy and Shared Power; Sharing Power in the Federal System: The American Status in World Affairs; Shared Power in International Arenas; Power Sharing Regimes and Strategic Arms Control; Conclusions and New Directions.

Keywords: intergovernmental relations

State-Local Relations: A Partnership Approach. Joseph Francis Zimmerman. Greenwood Publishing. 1995.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0275950697&itm=16>

This is a revision and update of Zimmerman's classic study of relations between state and local government. The first edition, published in 1983, was based on three decades of research into intergovernmental affairs and examined the legal, financial, and structural foundations of state-local relations. This new edition adds a fourth decade of research and brings the work up to date through the early 1990s, adding a chapter on state mandates and local governments, reviewing and analyzing the changes in fortune of state and local governments, and the impact of those changes on their relations between each other and between themselves and the federal government

Keywords: Keywords: intergovernmental relations

Tax Credits and Intergovernmental Fiscal Relations. James Ackley Maxwell. Greenwood Publishing Group. 1987.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0313252793&itm=11>

Keywords: intergovernmental relations

Introduction to Public Administration

The American Bureaucracy: The Core of Modern Government. 3rd Edition. Stillman, Richard II. Belmont, CA: Thomson-Wadsworth. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=083041407X&TXT=Y&itm=1>

In this second edition, each chapter has been thoroughly revised to reflect the diverse recent changes in public bureaucracy. Current literature, charts, and data from the 90s are incorporated and synthesized into this comprehensive introductory text. The book gives students a contemporary, in-depth look at the vast network of public agencies, nonprofit organizations, and private businesses that make up all levels of public bureaucracy. Myths and realities of bureaucracy are examined descriptively and analytically without any pleading for a specific reformist view. Stillman describes bureaucracy as it is, not as it ought to be. This unique perspective enables students to see bureaucracy as a neutral mechanism shaped by what individuals put into it.

Keywords: public administration, introduction, textbook

American Government: The Essentials, 9th edition Wilson, James and Dilulio John Houghton Mifflin Company College Division. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBqx&isbn=0618299815&TXT=Y&itm=7>

Key words: public administration, government, introduction, text book

American Public Administration: Public Service for the 21st Century. Robert A. Cropp Longman, 2007.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321096916,00.html>

In addition to addressing the basics, *American Public Administration: Public Service for the 21st Century* stands out from other books in the market by offering a broader context in which to understand public administration and by devoting comprehensive coverage to current topics and trends, many of which are given chapter-length treatment (e.g., civil society, privatization, management information systems, and ethics). The most recent and compelling research is woven throughout every chapter to give students a useful, in-depth understanding of the field today. Real-world case studies and vignettes, helpful chapter pedagogy, an abundance of charts and graphs, and numerous Web listings help students learn and engage them in the text.

Annual Editions: State and Local Government. Stinebricker, Bruce (ed.). Guilford, CT: Dushkin McGraw Hill. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBqx&isbn=0073012572&TXT=Y&itm=1>

This informative anthology provides convenient, inexpensive access to carefully selected articles from current magazines, newspapers, and journals addressing key topics in state and local government.

Keywords: public administration, introduction, government

Basic Literature of American Public Administration: 1787- 1950. Mosher, Federick. New York: Holmes and Meier Publishers. 1981.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0841905754&itm=1>

Keywords: public administration, classic articles

Bureaucracy: What Government Agencies Do and Why They Do It. Wilson, Q. James. Basic Books. 1989.

http://www.amazon.com/Bureaucracy-Government-Agencies-Basic-Classics/dp/0465007856/sr=1-1/qid=1168871799/ref=pd_bbs_sr_1/102-5538563-7067303?ie=UTF8&s=books

A leading expert explains what government bureaucracies do and why they behave the way they do.

The Case for Bureaucracy: A Public Administration Polemic. 4th edition. Goodsell, Charles T. Washington, DC: CQ Press. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=1568029071&TXT=Y&itm=1>

The quality of public service in the US is vastly underrated: the government's administrative agencies and those who work in them are commonly portrayed as inefficient, incompetent, and wasteful as well as uncivil and devious as well. Goodsell (public administration and policy, Virginia Polytechnic institute and State University) says it is simply not true. The earlier editions appeared in 1983, 1985, and 1994; this one has been clarified and informed by subsequent events.

Keywords: public administration, introduction, case study approach, textbook

Classics of Public Administration, fifth edition. Shafritz, Jay M., and Albert, Hyde C., Wadsworth Publishing. 2003.

http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M2b&product_isbn_issn=0155062603&discipline_number=20

Classics of Public Administration is a collection of articles carefully chosen for their readability and continuing contribution to the study of Public Administration. Written by the most significant scholars from the field, these classics focus on topics and issues that are recognized as important ongoing themes in the field of Public Administration.

Keywords: public administration, public affairs, textbook

Classic Readings in Organizational Behavior, fourth edition. J. Steven Ott, Sandra J. Parks, Richard B. Simpson. Thomson, 2008.

http://www.thomsonedu.com/thomsonedu/instructor.do?topicid=6FB6&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0495094749&disciplinenum=20

Classic Readings in Organizational Behavior is organized around the field's most discussed themes: leadership, motivation, teams and groups, effects of the work environment, power and influence, and organizational change. Within each of these thematic sections, the readings are presented chronologically so students can better understand the development of specific theories, as well as

the overall development of the field of organizational behavior. Because of this effective organization and a thorough introduction, many instructors use this reader as the sole text for their courses.

The Craft of Public Administration, *eighth edition*. Berkley, George E. & Rouse, John Edward. N.Y.: McGraw-Hill Higher Education. 1999.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?z=y&isbn=0697385906&TXT=Y&itm=2>

This book is organized into four themes—federalism/theories of organization, public personnel administration, budgets, and government regulations. It uses case studies to show the dynamic nature of public administration, which end with “questions and instructions” to encourage students to apply the general to the particular.

Keywords: textbook, public administration, public affairs

Current Issues in Public Administration, 6th. Lane, Frederick S., N.Y.: St. Martin's Press, Inc. 1999.

http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M2b&product_isbn_issn=0312152493&discipline_number=20

Preface.

Introduction.

Part One: What Is Public Administration?

1. Introduction to Public Administration.

Part Two: Bureaucracy, Politics, and Public Policy.

2. The Political Setting of Public Administration.

3. Public Policy and Administration in a Federal System.

4. Public Administration in Democratic Society.

Part Three: The Management of Government Agencies.

5. Understanding Public Organizations.

6. Human Resources Management.

7. Public Budgeting and Financial Management.

8. Policy Analysis, Implementation, and Evaluation.

Part Four: Public Administration and Change.

9. Public Administration in a Three-Sector Society: Relationships among Governmental, Business, and Nonprofit Organizations.

10. Public Administration in the Twenty-First Century.

Appendix.

Keywords: public administration, public affairs, textbook

Doing Public Administration: Exercises in Public Management. *Third edition.* Nicholas Henry. Dubuque, Iowa: Brown & Benchmark, 1991.

<http://search.barnesandnoble.com/BookSearch/results.asp?TTL=Doing+Public+Administration&ATH=&WRD=&PRU=ALL&FMT=ALL&PDF=Y&grade=ALL&CID=ALL&userid=t82o3GWAnM&SearchBooks.x=0&SearchBooks.y=0>

Keywords: public administration, textbook, introduction.

Handbook of Public Administration. Perry, J.L., Jossey-Bass, 1996.

<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0787901946.html>

The Handbook of Public Administration is designed to help public administrators cope with modern administrative challenges, overcome obstacles, and improve performance in government. Sponsored by the American Society for Public Administration, this completely revised and expanded version reflects both the ever-evolving changes in public administration and the continuity of practice. This edition is written by experts from diverse areas of public administration including law, politics, personnel, and operations, and has been substantially updated to reflect the most current developments and research. "An essential reference for students and practitioners of public administration."

Key words: handbook, public administration

Introducing Public Administration. Shafritz, Jay M., E.W. Russell, and Christopher Borick. Addison-Wesley. 2007.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321439430,00.html>

Shafritz, Russell, and Borick cover the most important issues in public administration with a witty writing style and examples drawn from different disciplines and modern culture. This approach will captivate and encourage students to think critically about the nature of public administration today.

Provides students with a solid conceptual foundation in public administration and contains the latest information on trends in the discipline.

To further engage students and deepen interest in its narrative, the text uses unique chapter-opening vignettes called "Keynotes," chapter ending case studies, and a series of boxes throughout that offer real-life excerpts and quotes.

Keywords: public administration, public affairs, textbook

An Introduction to Public Administration. Jos Raadschlders, Aimee Franklin. Pearson Higher Education, 2008.

http://bookshop.blackwell.co.uk/jsp/display_product_info.jsp?isbn=9780321245236

Introduction to Public Administration: A Book of Readings. Ott J. Steven and Russell, E.W. Pearson Allyn & Bacon/Longman. 2000.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0321070550&TXT=Y&itm=7>

Grounded in the assumptions that public administration is more than the application of business administration tools to the management of government agencies and that values and ethics are central to all aspects of public administration, this unique new reader examines the nature, scope, structures, functions, and challenges facing public administration at the turn of the 21st century. Five current trends are woven throughout appropriate chapters: globalization; the impact of new information technology; the movement of decisions to lower levels of government (devolution) and down through government hierarchies (empowerment); the delivery of government services by private sector organizations; and the opportunities and challenges of diversity. For those interested in public administration.

Key words: Public Administration, management of government, current trend of public administration

Invitation to Public Administration. McSwite, O. C., M.E. Sharpe. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765609150&TXT=Y&itm=1>

This book reflects on the meaning of involvement in public administration. This book is for students who come into contact with the academic field of public administration and are considering a career in public administration. McSwite is a pseudonym for Orion F. White and Cynthia J. McSwain. White teaches public administration and policy at Virginia Tech University. McSwain teaches public administration at The George Washington University. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keywords: public administration, introduction text book

Managing Public Services. *First edition.* Doherty, Tony L., and Horne, Terry. Routledge. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0415180279/qid=1118702615/sr=1-216/ref=sr_1_216/102-7181665-4104112?v=glance&s=books

Taking a novel and distinctive approach, which emphasizes management and organizational learning as keys to organizational success, this text is also solidly practical and comprehensive and is supported by strong pedagogical features.

Keywords: public administration, change management, public service

The Politics of the Administrative Process (Public Administration and Public Policy). *Second edition.* Fesler, James W. and Kettl, Donald F., Chatham House Publishers. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=1566430259&TXT=Y&itm=1>

Fesler and Kettl discuss administrative responsibility within the American constitutional system, addressing such issues as big government, bureaucracy, administrative discretion, public budgeting, and the modeling of public administration on business practice. Their analysis includes the central problem of assuring bureaucratic accountability for the faithful execution of the laws, responsiveness to the public will, and ethical behavior by public administrators.

Keywords: public administration, introduction of public administration, text book

Preface to Public Administration. Stillman II, Richard J., VA: Chatelaine Press. 1999.

http://www.chatpress.com/preface_to_pa.htm

Seven years is a long time these days for a publishing house, especially a commercial publisher, to keep a book in print. Even though sales were steady, they were too modest for St. Martin's Press to maintain *Preface to Public Administration* on its college publication list. By good fortune, Ms. Arlene G. Forbes, Publisher of Chatelaine Press, encouraged me to revise and prepare this new edition. Readers will note that I have corrected a few errors, updated portions and made significant editorial changes in chapter 6 to report on several important current trends in the field that have emerged since the first edition appeared in print in 1991.

Keywords: public administration, public affairs, textbook

Public Administration. Michael C. Lemay. Wadsworth Publishing Co. 2001.

http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M2b&product_isbn_issn=053457663X&discipline_number=20

LeMay's "clash of values" approach gets to the heart of how administrators make decisions and implement public policy-and provides conceptual continuity to this provocative new text. Engaging, disparate case studies and examples grab the reader's imagination, capturing the full essence and intricacies of this unique area of political science. Fully integrated Internet resources keep the material up-to-date, and encourage students to explore topics through independent research

Keywords: public administration, textbook

Public Administration. Herbert Alexander Simon, Victor A. Thompson, Donald W. Smithburg, Victor Alexander Thompson. Transaction Pub. 1997.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&endeca=1&isbn=0887388957&itm=174>

Keywords: public Administration

Public Administration. Robert Smith. Pearson Higher Education, 2007.

http://bookshop.blackwell.co.uk/jsp/display_product_info.jsp?isbn=9780131840737

Keywords: public Administration

Public Administration: An Action Orientation. *fifth edition.* Denhardt, Robert B.,. Wadsworth. 2005.

http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M2b&product_isbn_issn=0534603408&discipline_number=20

As its title implies, *Public Administration: An Action Orientation* encourages students to take action and to become active participants in public administration. Robert Denhardt and Joseph Grubbs instruct readers on how to influence the operations of public agencies--helping them learn to affect positive changes, regardless of whether they are working outside the agency as citizens or within the agency as managers. With a strong emphasis on ethics, *Public Administration* introduces the theories and scholarly literature of the field. In addition, it increases students' chances of being effective by developing such personal and interpersonal skills as personal management, communication, delegation, motivation, and decision making. This edition includes many new non-profit examples throughout--making it equally appropriate for courses in the management of profit or non-profit organizations.

Keywords: public administration, public affairs, textbook

Public Administration: An Action Orientation. Denhardt, Robert B. and Joseph W. Grubbs. 2002. <http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0155058681&TXT=Y&itm=1>

As its title implies, *Public Administration: An Action Orientation* encourages students to take action and to become active participants in public administration. Robert Denhardt and Joseph Grubbs instruct readers on how to influence the operations of public agencies--helping them learn to affect positive changes, regardless of whether they are working outside the agency as citizens or within the agency as managers. With a strong emphasis on ethics, *Public Administration* introduces the theories and scholarly literature of the field. In addition, it increases students' chances of being effective by developing such personal and interpersonal skills as personal management, communication, delegation, motivation, and decision making. This edition includes many new non-profit examples throughout--making it equally appropriate for courses in the management of profit or non-profit organizations.

Keywords: public administration, introduction, textbook.

Public Administration in America. Gordon, George J., and Michael Milakovich E. Wadsworth, 2004.

http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M2b&product_isbn_issn=053461857X&discipline_number=20

As the most widely used text for the introductory public administration course, *Public Administration in America* offers a comprehensive and inspiring overview of the themes, trends, ethics, and challenges of studying and participating in public administration. With a lucid, accessible style, the authors emphasize the important and invaluable service that public administration provides, helping students grasp the complexities of the field by dividing the text into three parts, covering context and structure, management and leadership, and functions of public administration.

Keywords: public administration, public affairs, textbook

Public Administration: Clashing Values in the Administration of Public Policy. LeMay, Michael C.,. Wadsworth/Thompson Publishers. 2002.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0534601375&itm=2>

A part of our successful new Advantage Series in Political Science—offering lower student prices for introductory texts—Public Administration, by Michael LeMay, uses a clash of values approach that gets to the heart of how administrators make decisions and implement public policy. Engaging, disparate case studies and examples grab the reader's imagination, capturing the full essence and intricacies of this unique area of political science. Fully integrated Internet resources keep the material up-to-date, and encourage students to explore topics through independent research. The clash of values theme loosely organizes the text and infuses every chapter, providing students with a sense of how values connote principles, goals, or standards that an individual, class, organization, or society holds dear. A secondary theme investigates the roles that public administrators play throughout the policy process, including targeting a problem, placing it on the government's agenda, structuring the alternatives that elected officials use, implementing public policy through the programs and procedures they largely determine, and finally, evaluating the success or failure of a policy. The second edition updates the value discussion to include the clash of uniformity versus diversity. It describes the reorganization of the national bureaucracies following the 9/11 attacks that prompted the enactment of the Patriot Act and the establishment of the Department of Homeland Security.

Keyword: public administration, introductory text book, value of public administration

Public Administration: Concepts and Cases. *Sixth edition.* Stillman II, Richard J.,. Boston: Houghton Mifflin. 2004.
<http://college.hmco.com/CollegeCatalog/CatalogController?cmd=Portal&subcmd=display&ProductID=10207>

Public Administration: Concepts and Cases offers a unique and highly regarded framework in which conceptual readings are paired with contemporary case studies that reflect real-world examples of administrative work, as well as new thinking and developments in the field.

The new case studies and examples cover topics such as the Columbia space shuttle disaster, the shootings at Columbine High School, the AIDS epidemic, and the war in Iraq—making it easy to engage students in the readings.

- Over 60% of the case studies are new.
- The readings include introductions, annotations, and discussion questions.
- Chapters contain review questions, key terms, and suggestions for further reading.
- Pertinent topics include ecology and decision-making, intergovernmental relations, information networks, and ethics.

A topical table of contents makes it easy to choose subjects of particular interest.

Keywords: public administration, public affairs, textbook

Public Administration. *Eighth edition.* Balanoff, Howard. NY: McGraw-Hill Higher Education. 2003.
<http://www.dushkin.com/catalog/0072949538.mhtml>

This annually updated reader is a compilation of current newspaper, magazine, and journal articles. Addressed are topics dealing with government and organizational behavior, public management practices and information systems technology, along with public finance, budgeting and productivity

improvement. Our student web site, Dushkin Online (www.dushkin.com/online/), is designed to support annual editions titles.

Keywords: public administration, public affairs, textbook

Public Administration in the New Century: A Concise Introduction. Greene, Jeffrey D., Wadsworth. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?z=y&isbn=0534553435&TXT=Y&itm=1>

Public Administration In The New Century: An Introduction To The World Of Public Management provides a solid introduction into the fundamental areas of public administration, blending theory with practice in a way that helps students apply theoretical models to the real world in an engaging format. While more concise than other books, the complexities and breadth of the field and discipline of public administration are thoroughly covered, including the history of the discipline, bureaucracy, organizational theory and behavior, public budgeting, personnel administration, public policy, and ethics.

Keywords: public administration, fundamental theories, discipline of public administration

Public Administration: Partnerships in Public Service. William C. Johnson. Waveland Press, Inc. Long Grove, IL. 2004.

<http://search.barnesandnoble.com/BookSearch/results.asp?TTL=Public+Administration%3A+Partnerships+in+Public+Service&ATH=&WRD=&PRU=ALL&FMT=ALL&PDF=Y&grade=ALL&CID=ALL&userId=t82o3GWAAnM&SearchBooks.x=0&SearchBooks.y=0>

Keywords: public administration, text book, introduction to public administration

Public Administration in the United States: A Reader. Koritansky. John C., Focus Publishing/R. Pullins Company. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=1585100013&TXT=Y&itm=2>

Readings that explore modern thinking of public administration—the philosophy, theory and practice

Keywords: Public administration, American public administration, text book reader.

Public Administration: A Reader. Edited by Bidyut Chakrabarty and Mohit Bhattacharya. Oxford University Press. 2003.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&endeca=1&isbn=0195661753&itm=200>

The reader demonstrates how the concept of Public Administration has altered under changed global conditions. It also examines in detail the Indian experience of Public Administration which has been altered and modified by domestic as well as global forces.

Keywords: public administration, textbook

Public Administration: Policy, Politics, and Practice. Johnson, William C. Dushkin Pub Group, 1996.

<http://dushkin.com/online/>

Public Administration: Policy, Politics, and Practice provides a basic overview of public administration, highlighting how government goes about its business and how the citizen-participant relates to the many components of government.

Keywords: public administration, public affairs, textbook

Public Administration - The Profession and the Practice, A Case Study Approach, Garvey, Gerald. New York, St. Martin's Press. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0312105800&TXT=Y&itm=1>

Fresh alternative to the typical public administration text, Garvey's is the first text to combine a solid analytical framework with in-depth cases portraying the vital, human side of public administration. Garvey's cases turn abstract concepts into human narratives, guiding students through the kind of ongoing, multi-level problems real public administrators face.

Key words: public administration, introduction, case studies, textbook.

Public Administration: Understanding Management, Politics and Law in the Public Sector. *Sixth edition.* Rosenbloom, David. NY: McGraw-Hill Higher Education. 2004.

<http://catalogs.mhhe.com/mhhe/viewProductDetails.do?isbn=0072867957>

The text has been updated to reflect the latest research. Material on various topics has been added or expanded, such as the Bush administration and the Department of Homeland Security, the effect of public employee unions and contractors as interest groups, Senior Executive Service Executive Core Qualifications, government contractors, the 2003 University of Michigan affirmative action cases, and the attacks of 9/11.

Keywords: public administration, public affairs, textbook

Public Policymaking: An Introduction. Anderson, James Houghton Mifflin Company. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0395753961&TXT=Y&itm=1>

Keywords: public administration and public policy, introduction textbook

Public Personnel Management and Public Policy, Dresang, Dennis L., Longman. 2001.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0321078403&TXT=Y&itm=1>

Public Personnel Management and Public Policy addresses policy issues and professional practice in personnel administration at every level of government - state, local, and federal. This book is a resource for current and future public employees and for anyone with management or supervisory responsibilities.

Keywords: public administration and public policy, public personnel management

Theories of Public Organization, *fifth edition*. Robert B. Denhardt. Thomson, 2008.
http://www.thomsonedu.com/thomsonedu/instructor.do?topicid=6FB6&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0495097063&disciplinenum=20

This brief, readable overview of public administration theory is the only book of its kind. In an area where ideas really make a difference, as those ideas directly affect the way we act in administration, the book's presentation of multiple viewpoints enables students to develop their own philosophies of public administration, and helps them relate theory to application.

More Recommended Textbooks for the MPA Program

The Administrative State: A Study of the Political Theory of American Public Administration. By Dwight Waldo, with a new introduction by Hugh T. Miller. Transaction Pub. 2006.
<http://www.transactionpub.com/cgi-bin/transactionpublishers.storefront/452155b8002a84b0ea6dc0a80aa50714/Product/View/1&2D4128&2D0597&2DX>

This classic text, originally published in 1948, is a study of the public administration movement from the viewpoint of political theory and the history of ideas. It seeks to review and analyze the theoretical element in administrative writings and to present the development of the public administration movement as a chapter in the history of American political thought.

The objectives of *The Administrative State* are to assist students of administration to view their subject in historical perspective and to appraise the theoretical content of their literature. It is also hoped that this book may assist students of American culture by illuminating an important development of the first half of the twentieth century. It thus should serve political scientists whose interests lie in the field of public administration or in the study of bureaucracy as a political issue; the public administrator interested in the philosophic background of his service; and the historian who seeks an understanding of major governmental developments.

This study, now with a new introduction by public policy and administration scholar Hugh Miller, is based upon the various books, articles, pamphlets, reports, and records that make up the literature of public administration, and documents the political response to the modern world that Graham Wallas named the Great Society. It will be of lasting interest to students of political science, government, and American history.

Keywords: public administration

American Public Administration: Patterns of the Past. Fesler, J.W., Washington, D.C.: American Society for Public Administration. 1982.

http://www.amazon.com/exec/obidos/tg/detail/-/0936678054/qid=1082139224/sr=1-1/ref=sr_1_1/002-7658654-0096848?v=glance&s=books

This collection, drawn from the Public Administration Review, discusses the origins of the profession in five sections: Foreign Administration, The American Beginnings, Shifts in Doctrine and Practice, Processes, and Agency Histories.

Keywords: American public administration history, handbook, public administration

Critical Social Theory in Public Administration. Richard C. Box. M.E. Sharpe. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=076561555X&itm=1>

Box (public administration, University of Nebraska at Omaha) applies the critical theory of the Frankfurt school to the practice and theory of modern public administration. After presenting the case for the application of critical theory, he summarizes Marcuse's work related to democracy, the warfare state, the "research of total administration," and gender. How critical theory influences questions of discourse processes with citizens, the impacts of administration on the public, and the problem of finding a public able to govern themselves is then taken up. The remaining chapters address wider questions of how those in public administration should conceptualize their larger project.

Keywords: public administration, practice and theory of public administration

Cases in Public Human Resource Management, second edition. T. Zane Reeves. Brooks-Cole Publishing, 2006.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=6FBA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534602401&disciplinenummer=20

This collection of actual case studies (with only names changed) is appropriate for both graduates and undergraduates taking courses in public personnel management, human resources management, or employment relations. The book's 30 cases can be used as teaching tools in the classroom; by trainers with employees, supervisors, or managers; and for individual analysis and self-assessment. In this edition, revisions were made both for currency but also to emphasize more fully the social and ethical concerns of public managers as well as the impact of 9/11 on the field.

Keywords: public administration

Democracy and Public Administration. Richard C. Box, editor. M.E. Sharpe Inc. December 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Democracy+and+Public+Administration>

The true measure of the successful practice of public service is its ability to remain faithful to the tenets of democratic society. This introductory text links the practice of public administration to the core concepts of American democracy. It covers the nuts and bolts of public administration in the context of delivering democracy in public service--providing what the public really wants as opposed to what self-serving bureaucracies may call for.

Chapters in *Democracy and Public Administration* discuss the functional topics covered in other texts, but from the perspective of this democratic ideal. Each chapter is written by an expert in the

area, and summarizes previous research in the area, presents the author's research and thought, and offers ways in which practitioners can apply the concepts discussed to their daily work.

Keywords: public administration

Democracy and Administration: Woodrow Wilson's Ideas and the Challenges of Public Management. Brian J. Cook. The Johns Hopkins University Press. 2007.

http://www.press.jhu.edu/books/title_pages/3410.html

Though his term in the White House ended nearly a century ago, Woodrow Wilson anticipated the need for new ideas to address the effects of modern economic and social forces on the United States, including increased involvement in international affairs. *Democracy and Administration* synthesizes the former world leader's thought on government administration, laying out Wilson's concepts of how best to manage government bureaucracies and balance policy leadership with popular rule. Linking the full gamut of Wilson's ideas and actions covering nearly four decades, Brian J. Cook finds success, folly, and fresh thinking with relevance in the twenty-first century. Building on his interpretive synthesis, Cook links Wilson's tenets to current efforts to improve public management, showing how some of his most prominent ideas and initiatives presaged major developments in theory and practice. *Democracy and Administration* calls on scholars and practitioners to take Wilson's institutional design and regime-level orientation into account as part of the ambitious enterprise to develop a new science of democratic governance.

Democracy and the Public Service, Second edition. Mosher, Frederick C., New York, NY: Oxford University Press. 1982.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0195030184&TXT=Y&itm=1>

This revised edition, like the original, concerns the problems of harmonizing effective governmental administration with the requirements of a democracy. It features a new chapter on the impact of management and theories of management upon public personnel administration, including discussion of the Model Public Personnel Law of 1940, the Watergate scandals and President Carter's personnel reforms of 1978.

Keywords: Public administration, public service, democracy

Democracy, Bureaucracy and the Study of Administration. Stivers, Camilla. Colorado: Westview Press. 2001.

<http://www.perseusbooksgroup.com/>

This anthology addresses several of the most central ideas in the field of public administration. These ideas are as relevant to public budgeting as they are to performance measurement or human resource management. Collectively and individually, the essays explore what Dwight Waldo referred to as the "political theories" of public administration: issues that are ultimately irresolvable yet crucial to understanding the nature of public administrative practice. How can democracy and efficiency be balanced? Can there be a science of administration? How should we think about administrative accountability? What is the nature of the relationship between citizen and state? Is professionalism an adequate mechanism for ensuring accountability? How efficient can or should bureaucracy be? What is proper leadership by administrators hoping to address political democracy and managerial efficiency? This ASPA Classics Volumes serves to connect the practice of public policy and

administration with the normative theory base that has accrued and the models for practice that may be deduced from this theory.

Keywords: public administration, public affairs, textbook

Developing Management Skills. *Fifth edition.* Whetten, David A. and Kim S. Cameron. Upper Saddle River, NJ: Prentice Hall Publishers. 1995.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0131542400&TXT=Y&itm=1>

This textbook aims to bridge the gap between the conceptual understanding of management skills and their actual application to specific jobs. Each chapter outlines a five-step process for assessing, learning, analyzing, practicing, and applying management skills and building the foundations for effective practice. Covering personal, interpersonal, and group skills, the book provides a cross-cultural perspective of self-awareness, stress management, problem solving, coaching, counseling, communicating, gaining power, motivating others, managing conflict, delegating responsibility, and building teams. Whetten teaches at Brigham Young University. Cameron teaches at the University of Michigan.

Keywords: Public administration, managerial guide.

Dictionary of American Government and Politics. Shafritz, Jay. New York: Harper and Collins, 1993.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0064610217&itm=1>

A comprehensive and up-to-date reference on the concerns of US governance. Some 5,000 encyclopedic entries (from "abdication" to *Zorach v. Clauson*) define and describe Supreme Court cases, laws, political slang, federal agencies, personalities, and terms from such related fields as sociology, history, and economics. Quotations and anecdotes are incorporated into many entries, and excerpts from a variety of sources add depth to the definitions. Illustrated with photos, cartoons, charts, and diagrams.

Keywords: public administration, public administration

Essentials of Public Administration. Durst, Samantha. Westview Durst Press. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0813398444/qid=1118699407/sr=1-60/ref=sr_1_60/102-7181665-4104112?v=glance&s=books

Keywords: public administration, introduction of public administration.

The Forest Ranger: A Study in Administrative Behavior. Herbert Kaufman. Baltimore, Maryland: John Hopkins University Press. 1960.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0801803284&TXT=Y&itm=4>

Keywords: Public administration, public service. Administrative behavior

Governance, Administration, and Development: Making the State Work. Turner, Mark M. and David Hulme. CT: Kumarian Press, Inc. 1997.

<http://www.kpbooks.com/search.asp?category=intl-pubic-admin>

Turner and Hulme provide a comprehensive introduction to public policy and management in developing countries and transitional economies. This volume assesses traditional and new models of public administration with emphasis on the centrality of the state in development and conditions of effective governance.

Keywords: public administration, public affairs, textbook

Government: A Public Administration Perspective. Raadschelders Jos C. N., M.E. Sharpe. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765611260&TXT=Y&itm=1>

Viewing the study of public administration as an "integrative framework" that brings together work from political science, economics, history, international relations, law, and other disciplines, Raadschelders (public administration, University of Oklahoma) presents a survey of the mainstream literature related to the study of government. The material is limited to examination of the structures and processes of western-style democratic governments and includes discussions of the ideational support structures of government; the service and institutional level; organizational theory; and the import of various political actors, including government officials, voters, and interest groups. Annotation ©2003 Book News, Inc., Portland, OR.

Keywords: public administration, government, structure of government, process of public policy

Handbook of Public Administration. Peters, B.G., and Pierre, J., Sage Publications. 2003.

<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0787901946.html>

Provides a complete review and guide to past and present information in public administration. Explores the current state of public administration and the rapid changes it faces. The book is a critical reflection on the utility of the theories of government.

Keywords: government, handbook, public administration

Handbook of Public Administration. Rabin, Jack, W. Bartley Hildreth, and Gerald Miller, Marcel Dekker, 1997.

<http://www.dekker.com/servlet/product/productid/0086-4>

Extensively updated to reflect the latest research and developments in the field. The second edition examines all major areas in public administration from the unique and enlightening perspectives of history and the five 'great' concepts or theories framing the specific topic, such as public budgeting, financial management, decision making, public law and regulation, and political economy.

Keywords: handbook, public administration

Handbook of Public Affairs. Phil Harris and Craiq Fleisher. Sage Publications. 2005.
<http://www.sagepub.com/book.aspx?pid=11284>

Public Affairs and particularly government relations//lobbying, have evolved in recent years from a tactic adopted by organizations to amend occasional legislation to become a managerial strategy to achieve competitive advantage. At the forefront of research and practice in Public Affairs, this Handbook draws upon the expertise of leading figures in the field to provide a comprehensive overview of a huge growth area in organizations' strategic thinking. Articles evoke pan-national experience and are organized into four sections to help readers navigate issues and draw comparisons.

Sections cover:

- investigation into the development and meaning of Public Affairs
- the management and practice of Public Affairs within organizations
- global case studies
- an overview of scholarly developments

Keywords: handbook, public affairs

An Inner Voice for Public Administration. Murray, Nancy, CT: Praeger Publishers. 1997.
http://www.amazon.com/Inner-Voice-Public-Administration/dp/0275952509/sr=1-1/qid=1168891744/ref=sr_1_1/102-5501538-0491326?ie=UTF8&s=books

Murray seeks to demonstrate how Eastern philosophy can contribute to the development of Western public administration theory and practice. She views the end of the 20th century as an epoch-making time in which the limitations of modern thought need to be examined. Murray shares the belief held by many public administration scholars that a reconceptualization of the field is in order. She contributes to that end by focusing on individual administrators and the problems they face as they continuously struggle to balance political exigencies and governmental processes in a society that simply does not understand. As caretakers of the public trust, administrators deserve a profession that provides a philosophy of administration designed to guide them in the maturation process that is essential to self-development.

Keywords: public administration, public affairs, textbook

An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making. Birkland, Thomas A. M.E. Sharpe. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/0765604183/qid=1119907852/sr=8-1/ref=pd_bbs_1/102-7181665-4104112?v=glance&s=books&n=507846

This readable and practical introduction to the public process is intended for students in either traditional academic or professional programs at the undergraduate or graduate level. The author's direct writing style and extensive use of examples will also appeal to practitioners. The book offers an extensive overview of the best current thinking on the policy process, with an emphasis on accessibility and synthesis rather than novelty or abstraction. Among the many useful features that make the book serve equally well as a ready reference are an extensive glossary of terms, keyed to the chapters in which each term is most thoroughly discussed; an annotated bibliography; and an

introduction to web-based research, with a guide to the most important and reliable public policy research sites. A book that can be read on many levels, this is one text that students and instructors will want to keep long after the course is over.

Keywords: policy making process, introduction textbook

Introduction to Public Administration. Basu, Rumki. Apt Bks.,. Inc.1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=8120712412&itm=1>

Keywords: public administration, introduction, textbook.

The Marketplace of Democracy: Electoral Competition and American Politics. Michael P. McDonald and John Samples (editors). Brookings Institution Press and the Cato Institute. 2006.

<http://www.brookings.edu/press/books/marketplaceofdemocracy.htm>

Since 1998, U.S. House incumbents have won a staggering 98 percent of their reelection races. Electoral competition is also low and in decline in most state and primary elections. *The Marketplace for Democracy* combines the resources of two eminent research organizations—the Brookings Institution and the Cato Institute—to address the startling lack of competition in our democratic system. The contributors consider the historical development, legal background, and political aspects of a system that is supposed to be responsive and accountable yet for many is becoming stagnant, self-perpetuating, and tone-deaf. How did we get to this point, and what—if anything—should be done about it?

In *The Marketplace for Democracy*, top-tier political scholars also investigate the perceived lack of competition in arenas only previously speculated on, such as state legislative contests and congressional primaries. Michael McDonald, John Samples, and their colleagues analyze previous reform efforts such as direct primaries and term limits, and the effects they have had on electoral competition. They also examine current reform efforts in redistricting and campaign finance regulation, as well as the impact of third parties. In sum, what does all this tell us about what might be done to increase electoral competition?

Elections are the vehicles through which Americans choose who governs them, and the power of the ballot enables ordinary citizens to keep public officials accountable. This volume considers different policy options for increasing the competition needed to keep American politics vibrant, responsive, and democratic.

Keywords: public administration

Mastering Public Administration: From Max Weber to Dwight Waldo. *Second edition.* Fry, Brian R.,. Chatham House Publishers. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/093454056X/qid=1118703992/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

A comprehensive summary of the work and contributions of the leading theorists in public administration. Fry's original essays focus on the pioneers in the field whose work largely shaped the current contours of the field. They include Max Weber, Frederick Taylor, Luther Gulick, Mary Parker Follett, Elton Mayo, Chester Barnard, Herbert Simon, and Dwight Waldo.

Keywords: public administration, theory of public administration, public administration history

The New Public Service, Expanded Edition: Serving, not Steering. Janet Vinzant Denhardt and Robert B. Denhardt. M.E.Sharpe. 2007.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=The+New+Public+Service%2C+Expanded+Edition%3A+Serving%2C+not+Steering>

This widely praised work provides a framework for the many voices calling for the reaffirmation of democratic values, citizenship, and service in the public interest. The expanded edition includes an all-new chapter that addresses the practical issues of applying these ideals in actual, real-life situations.

The New Public Service, Expanded Edition is organized around a set of seven core principles: (1) serve citizens, not customers; (2) seek the public interest; (3) value citizenship and public service above entrepreneurship; (4) think strategically, act democratically; (5) recognize that accountability isn't simple; (6) serve, rather than steer; and (7) value people, not just productivity. The book asks us to think carefully and critically about what public service is, why it is important, and what values ought to guide what we do and how we do it. It celebrates what is distinctive, important and meaningful about public service and considers how we might better live up to those ideals and values.

All students and serious practitioners in public administration and public policy should read this book. While debates about public policy issues will surely continue, this compact, clearly written volume provides an important framework for public service based on and fully integrated with citizen discourse and the public interest.

Origins of Legislative Sovereignty and the Legislative State, volume six (American Tradition and Innovation with Contemporary Import and Foreground). A. London Fell. Greenwood Press. 2006.

<http://www.greenwood.com/catalog/C8509.aspx>

In keeping with the preceding book on the American Founders, this volume deals mostly with U.S. Presidents and their ideas in the 19th and 20th centuries, from Lincoln (along with his contemporaries Davis and Stevens), Theodore Roosevelt, and Wilson, to Franklin Roosevelt, Lyndon Johnson, and Reagan. Part One centers on "Civil War and Reconstruction;" Part Two on "Progressivism and New Deal;" and Part Three on "Toward Contemporary America." In all three, the overriding concern will be with "Legislative Perspectives of Sovereignty and State." In the mid-19th century, the main central imprints of Abraham Lincoln upon the Union, of Jefferson Davis upon the Confederacy, and of Thaddeus Stevens upon Reconstruction were manifested in ways crucial to this study. Throughout the 20th century, there was a long succession of Presidents whose chief slogans signaled the country's main agenda during their Administrations. Most prominent were Theodore Roosevelt's "Square Deal," and "New Nationalism," Woodrow Wilson's "New Freedom," Franklin Roosevelt's "New Deal," John Kennedy's "New Frontier," Lyndon Johnson's "Great Society," and Ronald Reagan's "Revolution" in government. In these cases, Presidential viewpoints on legislative sovereignty and the legislative state had great impact upon the nation as well as on Congress, notwithstanding the separation of powers. Certain contemporary points of view also loom large. Some emerging hopeful trends toward an American neo-Progressivism are considered, taking their lead from historical frameworks explored in the main body of the book.

Keyword: public administration

The Politics of the Administrative Process, 3rd Edition. Donald F. Kettl and James W. Fesler. CQ Press. February 2005.

Companion Web Site: <http://college.cqpress.com/adminprocess>
<http://www.cqpress.com/product/Politics-of-the-Administrative-3.html>

Public administration in a democracy has to achieve a delicate balance. Bureaucracy must be powerful enough to be effective, yet accountable to elected officials and, ultimately, to the people. How is that best accomplished? Kettl and Fesler understand that the push and pull of political forces make the functions of bureaucracy ever more contentious, but no less central to governance. In a long-awaited and widely anticipated revision, the authors continue to answer the challenging questions that drive the study of public administration: What is the nature and purpose of bureaucracy? How do public organizations work and why do they behave the way they do? How are administrative decisions actually made? Always keeping students—our future professionals and managers—in mind, Kettl and Fesler convey the political and management realities of public organizations through vivid example, and with humility and humor.

Core topics receive strong analytic coverage, including personnel management and leadership issues at all levels of public organizations. Implementation is at center-stage, with a focus on program assessment, contracting, and intergovernmental relations, while the ramifications of budget making and appropriations are also covered in depth. As well, readers can rely on the authors for the ins and outs of regulatory procedures and the appraisals of various decision-making strategies.

What's New?, *third edition*, not only incorporates new and important scholarship, but assesses changes to actual practices that have occurred at all levels of government in recent years. With current, real-world examples drawn from local, state, and federal agencies and organizations, the authors address such hot-button issues as:

- Strategies for administrative reform and new ways to respond to the public will;
- Administrative ethics and accountability within the American constitutional system;
- New challenges for governmental oversight;
- And the modeling of public administration on business practices.

Keywords: public administration, public administration textbook

The Predicaments of Publicness: An Inquiry into the Conceptual Ambiguity of Public Administration. Pesch, Udo. University of Chicago Press. 2006.

<http://www.press.uchicago.edu/cgi-bin/hfs.cgi/00/187473.ctl>

As governmental goods and resources continue to undergo privatization, many wonder just what is “public” about public administration. *The Predicaments of Publicness* traces the development of this dilemma in modern political and social thought and then applies those theoretical findings to some of the most relevant practical issues in current public administration. Some organizations, Pesch asserts, remain outside of the public/private schism, and *The Predicaments of Publicness* will provide readers—both citizens and civil servants—with essential guideposts for negotiating these new arenas.

Keywords: public administration, public administration textbook

Privatization in the City: Successes, Failures, Lessons. E.S. Savas. Charles C. Thomas Publisher. 2005.

<http://www.cqpress.com/product/Privatization-in-the-City-Successes.html>

In *Privatization in the City*, E. S. Savas comprehensively examines the evolution and implementation of former New York Mayor Rudolph W. Giuliani's aggressive privatization program in the face of a city council generally hostile to privatization. Savas identifies, examines, evaluates, and documents all forms of privatization employed, including contracting, competitive sourcing, divestment, leases, vouchers, franchises, default, withdrawal, and voluntarism. He contrasts these efforts in New York with privatization in several other cities across the country, ranging from Indianapolis to Phoenix. After analyzing the costs and benefits—both quantitative and qualitative—of New York's privatization program, Savas concludes that significant savings were achieved during Giuliani's eight years in office.

Keywords: public administration

Postmodern Public Administration: Toward Discourse. Fox, Wolfgang J., and Miller, Hugh T. CA: Sage Publications Inc. 1994.

http://www.amazon.com/exec/obidos/tg/detail/-/0803958021/qid=1118252225/sr=1-1/ref=sr_1_1/103-9364801-1672668?v=glance&s=books

"This volume crisply reviews the phenomenological and linguistic turns in recent policy analysis." --S. Plotkin in Choice Charles Fox and Hugh Miller attempt to redirect current thinking about public policy and administration in light of the postmodern condition. Postmodern Public Administration rejects existing and accepted theories such as public management doctrine, constitutionalism, and communitarianism in favor of constructing a "discourse" theory of public administration. Not only does this work provide an exciting and provocative new look at public administration in postmodern times, but it also provides an invaluable, thorough, and clear review of the doctrines and philosophies that have, to date, dominated the field. Students and scholars of public administration and political science will find this volume to be a comprehensive review of existing philosophies, and a valuable new contribution to the field. "The bold purpose of this little book is to put the study of policy and administration on a postmodernist footing. For Charles J. Fox and Hugh T. Miller, policy is less the expression of formal organization than the 'recursive practice' of highly charged 'public energy fields,' loosely configured 'nodes' where officials, experts, journalists, and activists 'socially construct' policy amidst struggles to capture meaning. The authors seek to establish conditions of rational, democratic discussion in arenas now dominated by illusory forms of symbolic politics. 'Discourse theory' helps by providing criteria for rational 'policy conversation.' This volume crisply reviews the phenomenological and linguistic turns in recent policy analysis; as brief introduction to these fields, chapters 3-5 are very useful. . . .Recommended for graduate students and upper-division undergraduates."

Keywords: postmodern, public administration, public affairs, textbook

Public Administration: A Bibliographic Guide to the Literature. McCurdy, H.E., Dekker. 1986.

http://www.amazon.com/Public-Administration-Bibliographic-Literature-Policy/dp/082477518X/sr=1-1/qid=1168887188/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

This text identifies books that are regularly cited in the study of public administration, and reviews their finding and the contributions of each.

Keywords: bibliographic guide, handbook, public administration

Public Administration: An Action Orientation, 5th Edition. Robert B. Denhardt, Janet V. Denhardt. Brooks-Cole Publishing. 2006.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534603408&disciplinenum=20

As its title implies, *Public Administration: An Action Orientation* encourages students to take action in and become participants in public administration. Robert and Janet Denhardt instruct readers on how to influence the operations of public agencies--helping them learn to affect positive changes, regardless of whether they are working outside the agency as citizens or within the agency as managers. With a strong emphasis on ethics, *Public Administration* introduces the theories and scholarly literature of the field. In addition, it increases students' chances of being effective by developing such personal and interpersonal skills as personal management, communication, delegation, motivation, and decision-making. Important topics such as nonprofit management, the global dimensions of public administration as well as organizational theory are covered thoroughly in this book.

Keywords: public administration

Public Administration: Cases in Managerial Role Playing. Robert P. Watson. New York: Longman. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBqx&isbn=0321085523&TXT=Y&itm=1>

This unique series of role-playing scenarios gives readers a realistic view of what it is like to manage public agencies, programs, and employees, providing readers with a deeper understanding of the field through active learning. The book features contemporary, realistic cases of typical managerial challenges faced by administrators in both the public and non-profit sectors. Compiled and edited by Professor Robert Watson, the 24 cases in this volume have been written by public administration instructors and practitioners from across the country and, as is often the situation in the real world, there are no easy answers to the challenges presented. For those interested in public administration, public personnel management.

Keywords: Introduction to public administration, case study approach

Public Administration: A Comparative Perspective. Heady, F., Dekker. 2001.

http://www.amazon.com/Public-Administration-Comparative-Perspective-Policy/dp/0824704800/sr=1-1/qid=1168887350/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

This sixth edition of the standard text in the field of comparative public administration provides an incomparable analysis of government's development in various countries and the relationships found among the development of government and technology, culture, economic systems, and social order.

Keywords: comparative study, handbook, public administration

Public Administration: An Introduction to Concept and Theory. *Second edition.* Basu, Rumki. Stosius Inc/Advent Books Division. 1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=812071136X&itm=2>

Keywords: public administration, introduction, textbook.

Public Administration and Public Affairs. Henry, Nicholas. NJ: Prentice Hall, 2003.

<http://vig.prenhall.com/catalog/academic/product/0,1144,0131401920,00.html>

For public administration or public affairs courses on the undergraduate or graduate level, this comprehensive, up-to-date text emphasizes a value-based approach to the study and practice of public administration. The chapter on Public Policy and its implementation describes all of the major models of public policy making and links the book with the traditions of political science.

Keywords: public administration, public affairs, textbook

Public Administration and Society: Critical Issues in American Governance. Richard C. Box. M.E. Sharpe. 2003.

http://www.amazon.com/exec/obidos/tq/detail/-/0765608243/qid=1119908321/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Through founding era documents and contemporary readings, Box (public administration, University of Nebraska-Omaha) explores the societal-institutional contexts of U.S. public administration and issues regarding community leadership and governance in a democracy. Intended as a supplemental text for introductory courses in Masters of Public Administration programs.

Keywords: public administration, community leadership, governance.

Public Administration and the State: A Modern Perspective. Michael W. Spicer. University of Alabama Press. 2001.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&endeca=1&isbn=0817311130&itm=182>

Keywords: public administration, modern perspective

Public Administration: Balancing Power and Accountability. McKenney, Jerome B. and Howard, Lawrence C.,. CT: Greenwood Publishing Group. 1998.

http://www.amazon.com/Public-Administration-Balancing-Accountability-Second/dp/0275955656/sr=1-3/qid=1168891668/ref=sr_1_3/102-5501538-0491326?ie=UTF8&s=books

This is a complete and up-to-date revision of the classic text for public administration, implementing the rule of law as a fundamental issue in American democracy in pursuit of the common interest. It presents public administration as a tension between the necessary exercise of power and the search

for responsiveness to achieve maximum accountability from public servants. The authors have initiated a new approach to the study of public administration by focusing on middle- and lower-level managers.

Keywords: public administration, public affairs, textbook

Public Administration: Policy, Politics, and Practice. Johnson, William C. Dushkin Pub Group, 1996.

<http://dushkin.com/online/>

Public Administration: Policy, Politics, and Practice provides a basic overview of public administration, highlighting how government goes about its business and how the citizen-participant relates to the many components of government.

Keywords: public administration, public affairs, textbook

Public Administration in the New Century: A Concise Introduction, 1st Edition. Jeffrey D. Greene. Brooks-Cole Publishing. 2005.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534553435&disciplinenummer=20

Public Administration in the New Century: An Introduction to the World of Public Management provides a solid introduction into the fundamental areas of public administration, blending theory with practice in a way that helps students apply theoretical models to the real world in an engaging format. While more concise than other books, the complexities and breadth of the field and discipline of public administration are thoroughly covered, including the history of the discipline, bureaucracy, organizational theory and behavior, public budgeting, personnel administration, public policy, and ethics.

Keywords: public administration

Public Administration in Theory and Practice. Cox, III. Raymond W., Susan J. Buck, and Betty N. Morgan. NJ: Prentice-Hall. 1994.

<http://vig.prenhall.com/catalog/academic/product/0,1144,0137393849,00.html>

Building upon the idea that public administration in the United States cannot be understood outside of a political and historical framework, this book focuses on the interaction between Constitutionally mandated institutions and the bureaucracy, and explores the tug-of-war between the legislature, the chief executive, courts, and states versus the agencies

Keywords: public administration, public affairs, textbook

Public Administration: Partnerships in Public Service. *Third Edition.* Johnson, William C., Waveland Press, 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/1577663128/qid=1118692224/sr=1-6/ref=sr_1_6/102-7181665-4104112?v=glance&s=books

The complex subject of governance is illuminated and clarified in this completely revised third edition of William C. Johnson's popular text. Working from the premise that no significant government enterprise takes place within the boundaries of any one organization, the author explores the collaborative process through which public policy is shaped by networks of organizations with diverse missions and certain common purposes. The discussion examines the institutional structures of government and the private sector, as well as the connections between them, the specific operations within these institutions, and the relationships between administrative institutions and the larger society. Throughout the presentation, the author emphasizes the role of public administrators in forming and maintaining the partnerships that advance the goals of government. Each chapter features boxed highlights that illustrate and enliven the principles of public administration. From the No Child Left Behind Act, creation of the Department of Homeland Security, and distribution of the Colorado River's water, to the smart-growth approach to land-use planning, emergence of e-government, and globalization, Johnson draws widely from current issues and events to underscore his presentation with interesting and relevant examples.

Keywords: public administration, public service, collaboration, current issue of public administration

Public Administration: Scenarios in Public Management. Lerner, Allan W., and John Wanat. NJ: Prentice Hall. 1992.

<http://www.prenhall.com/>

This book is designed to stimulate independent, constructive thinking on the important issues in contemporary public management. This task is accomplished with carefully constructed scenarios that rigorously challenge readers' analytical and decision-making skills on a number of real world issues. Some scenarios set the parameters of a situation and then require the reader to complete the scenario in the role of key actor. Other scenarios invite evaluation of the behavior of the key actor with whom the reader is asked to identify.

Keywords: public administration, public affairs, textbook

Public Administration Theory Premier, H. George Frederickson, Kevin B. Smith, Westview Press, 2003

http://www.perseusbooksgroup.com/westview/book_detail.jsp?isbn=0813398045

In the past thirty years, public administration has developed more systematic patterns of inquiry about the substance of public organization behavior, public management, and public policy implementation. This book explores how the science and art of policy administration is definable, describable, replicable, and cumulative. Frederickson and Smith describe several theories and analytical approaches that contribute to what we know about policy administration. This book asks: Which theories or approaches are the most promising, the most influential? Which are the most important now and likely to be the most important in the future? The purpose of this effort is to set out a detailed description of key theories in contemporary public administration and thus improve the reliability of our knowledge and our understanding of public administration

Keywords: public administration, theory

Public Administration with an Attitude. George Frederickson. 2005.
<http://www.aspanet.org/scriptcontent/pwa.cfm>

In *Public Administration with an Attitude*, Frederickson takes on the issues facing today's public administrators with the intellectual integrity that established him as a leader in the field. If there is something wrong or right with the way public policy is being administered, Frederickson lets you know. Like his column, *Public Administration with an Attitude* is easy to read and jargon-free, and, of course, it is often witty.

Students preparing for public service careers will benefit not only from the wisdom and insight in *Public Administration with an Attitude*, but from the pervading theme of the honor and dignity of public service. Practicing public servants will enjoy the rich use of examples, the telling of great public administration stories, and especially the descriptions of public administration heroes and heroic moments. This book is a lot more interesting than a spreadsheet (and more accurate)!

Keywords: public administration

Public Administration Workbook. *fifth edition.* Huddleston, Mark W. & Dresang, Dennis L. Pearson Education. 2007.
<http://www.ablongman.com/catalog/academic/product/0,1144,0321273354,00.html>

This unique workbook engages students in the study of public administration and helps them gain a deeper understanding of the field by providing hands-on exercises that expose students to a wide range of practical applications.

By providing hands-on exercises, this unique workbook engages students in the study of public administration. Connecting theory to practice, a brief theoretical introduction precedes each exercise, explaining why the technique is important and how it is relevant to the study of public administration.

Keywords: public administration, practical applications

Public Management and Administration: An Introduction. Hughes, Owen E. N.: Palgrave Macmillan. 2003.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&endeca=1&isbn=0333961889&itm=212>

Particularly concerned with the reforms associated with the so-called "new public management," this text surveys and assesses the theory and practice of public administration and public management. The author argues that the two conceptualizations are considerably different, leading to divergent conceptualizations of public service. He then explores the changing role of government in light of the waning of the public sector championed by proponents of neoliberal globalization. Finally, he examines specific aspects of public management—strategic planning, personnel and performance, financial management, and management in developing countries.

Keywords: public administration, public affairs, textbook

Public Service: Callings Commitments and Contribution. Holzer, Marc. Westview Press. 2000.
http://www.amazon.com/exec/obidos/tg/detail/-/0813368251/gid=1119959478/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/104-6967441-1393517?v=glance&s=books&n=507846

This volume includes perspectives on public service selected from six decades of major public administration journals. Recurring themes include: motivations to enter the public service, positive and negative images of public servants and of government, conflicts between loyalty to the organization and loyalty to the public, morale, burnout, and turnover. The volume also includes cross-national analyses of the public service in other systems, proposals for rethinking public service systems, and questions as to the future of the public service.

Keywords: public service, image of government, motivation, loyalty.

Public Sector Enterprise Resource Planning: Issues in Change Management. Rainer A. Sommer, editor. Edward Elgar Publishing Ltd. 2006.
http://www.e-elgar-publicpolicy.com/Bookentry_main.lasso?id=3578

Worldwide, public sector organizations are implementing commercial packaged software solutions, or enterprise resource planning (ERP) systems, to increase productivity and customer service as well as to deploy manageable business processes. To that end, this book provides workable solutions from experienced public sector program and project managers, consulting leaders and academic researchers who have proven expertise in large-scale public sector ERP implementation.

Reinventing Government, How the Entrepreneurial Spirit Is Transforming the Public Sector. Osborne, David and Gaebler, Ted New York, Penguin. 1993.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0452269423&itm=1>

In this policy-shaping book, Osborne and Gaebler show the way toward nothing less than an American perestroika, shaking up accepted notions of what governance means with success stories of ghetto schools that brilliantly educate, sanitation departments that make a profit, and police departments that are as efficient as any high-tech corporation.

Keywords: public organization, reinventing government

Revisiting Waldo's Administrative State: Constancy and Change in Public Administration. David H. Rosenbloom, Howard E. McCurdy (editors). Georgetown University Press. 2006.
<http://press.georgetown.edu/detail.html?session=7fe6226e5b15d0f8d7d74c9967576d14&id=1589010930>

Revisiting Waldo's Administrative State brings together a group of distinguished authors who critically explore public administration's big ideas and issues and question whether contemporary efforts to "reinvent government," promote privatization, and develop new public management approaches constitute a coherent political theory capable of meeting the complex challenges of governing in a democracy. Taking Waldo's book as a starting point, the authors revisit and update his key concepts and consider their applicability for today.

The book follows Waldo's conceptual structure, first probing the material and ideological background of modern public administration, problems of political philosophy, and finally particular challenges inherent in contemporary administrative reform. It concludes with a look ahead to "wicked" policy

problems—such as terrorism, global warming, and ecological threats—whose scope is so global and complex that they will defy any existing administrative structures and values. Calling for a return to conscious consideration of democratic accountability, fairness, justice, and transparency in government, the book's conclusion assesses the future direction of public administrative thought. This book can stand alone as a commentary on reconciling democratic values and governance today or as a companion when reading Waldo's classic volume.

Keywords: public administration, public affairs, textbook

Shaping the Future of American Politics. Edited by Susan J. Carroll. Cambridge University Press. 2005.

<http://www.cambridge.org/us/catalogue/catalogue.asp?isbn=0521606705>

Gender and elections offers a systematic, lively, multi-faceted account of the role of gender in the electoral process through the 2004 elections. This timely, yet enduring, volume strikes a balance between highlighting the most important developments for women as voters and candidates in the 2004 elections and providing a more long-term, in-depth analysis of the ways that gender has helped shape the contours and outcomes of electoral politics in the United States. Individual chapters demonstrate the importance of gender in understanding and interpreting presidential elections, voter participation and turnout, voting choices, congressional elections, the participation of African American women, the support of political parties and women's organizations, candidate communications with voters, and state elections. Without question, this book is the most comprehensive, reliable, and trustworthy resource on the role of gender in electoral politics.

Keywords: public administration

The Spirit of Public Administration. Frederickson, H. George. CA: Jossey-Bass Inc. 1996.

<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0787902950.html>

In this field-defining, broad approach to the study and practice of public administration, H. George Frederickson, one of the field's most respected scholars, carefully measures the meets and bounds of public administration and fixes its place in the context of changing politics, values, and ethics. He describes a robust and exciting public administration that includes, but is much more than, effective government management. Frederickson strongly defends broad grants of discretion to public administrators and then lays out the proper norms and ethics which should inform that discretion. And he firmly argues that the effectiveness of democratic government and modern governance, not just for the majority of but for all citizens, depends on the energetic exercise of bureaucratic discretion. The book concludes with seven principles that should guide everyone who works in public settings. Students and scholars will find *The Spirit of Public Administration* an exhilarating and challenging perspective.

Keywords: public administration, public affairs, textbook

The Study of Administration. Woodrow Wilson. *Political Science Quarterly*. June 1887.

http://www.amazon.com/exec/obidos/tg/detail/-/B00086CFC2/qid=1120595729/sr=8-5/ref=sr_8_xs_ap_i5_xql14/002-7219874-9785652?v=glance&s=books&n=507846

Keywords: public administration, classics of public administration

The Study of Public Administration: A Study of the Political Theory of American Public Administration. Dwight Waldo. New York: Random House. 1955.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBqx&isbn=0471070610&itm=1>

Keywords: public administration, political perspectives, understanding public administration

The Transformation of Governance: Public Administration for Twenty-First Century America.

Kettl, Donald F. Johns Hopkins University Press. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0801870488/qid=1118695644/sr=1-45/ref=sr_1_45/102-7181665-4104112?v=glance&s=books

The theory of public administration has long been based on the notions of hierarchy and authority. However, the way managers actually manage has increasingly become at odds with the theory. The growing gap between theory and practice poses enormous challenges for managers in determining how best to work and for American government in determining how best to hold public administrators accountable for effectively doing their jobs. In the quest to improve the practice of public administration, Kettl explains, political scientists and other scholars have tried a number of approaches, including formal modeling, implementation studies, a public management perspective, and even institutional choice. This book offers a new framework for reconciling effective administration with the requirements of democratic government. Instead of thinking in terms of organizational structure and management, Kettl suggests, administrators and theorists need to focus on "governance," or links between government and its broader environment political, social, and administrative. Government is the collection of institutions that act with authority and create formal obligations; governance is the set of processes and institutions, formal and informal, through which social action occurs. Linking government and governance, Kettl concludes, is the foundation for understanding the theory and practice of government in twenty-first century America for making public programs work better and for securing the values on which the American republic has been built.

Keywords: public administration, public management, transformation, effective administration

Transformational Public Service: Portraits of Theory in Practice. King, Cheryl Simrell and Zanetti, Lisa A.,. Sharpe, 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765609487&itm=1>

Keywords: public service, public administration, collaborative service deliberation.

Unmasking Administrative Evil: Rethinking Public Administration. *Second edition.* Adams, Guy B. and Balfour, Danny L. ,. M. E. Sharpe. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765612496&itm=1>

Unmasking Administrative Evil discusses the overlooked relationship between evil and public administration, as well as other fields and professions in public life. The authors argue that the tendency toward administrative evil, as manifested in acts of dehumanization and genocide, is deeply woven into the identity of public administration, as well as other fields and professions in

public life. The common characteristic of administrative evil is that ordinary people within their normal professional and administrative roles can engage in acts of evil without being aware that they are doing anything wrong. Under conditions of moral inversion, people may even view their evil activity as good. In an age when "bureaucrat bashing" is fashionable, this book seeks to move beyond such superficial critiques and lay the groundwork for a more ethical and democratic public life, one that recognizes its potential for evil and thereby creates greater possibilities for avoiding the hidden pathways that lead to state-sponsored dehumanization and destruction. Although social scientists generally do not discuss "evil" in an academic setting, there is no denying that it has existed in public administration throughout history. Hundreds of millions of human beings have died as a direct or indirect consequence of state-sponsored violence. This book argues that administrative evil, or destructiveness, is part of the identity of all modern public administration (as it is part of psychoanalytic study at the individual level). Furthermore, evil has been largely suppressed or ignored despite, or perhaps because of, its profound and far-reaching implications for the field. From the Holocaust to the "whitelie," evil exists on a continuum, and the way along that continuum begins on the proverbial "slippery slope." We prefer to think of horrible eruptions of evil, such as Adolf Hitler, as occurring at a particular historical moment and within specific extraordinary cultural contexts. Yet, we have a long history in the United States of public lynchings, syphilis/radiation/LSD experiments within our military, and police brutality in our cities while public administrators have looked on, even participated. The Holocaust was such a massive administrative undertaking, we must consider whether modern public administration may be at its most effective and efficient when it is engaged in programs of dehumanization and destruction. Constructing a positive future for public administration requires a willingness to deal with the disturbing aspects of the field's history, identity, and practices. Rather than viewing events such as genocide as isolated or aberrant historical events, the authors show how the forces that unleashed such events are part of modernity and are thus present in all contemporary public organizations. This book is not an exercise in bureaucrat-bashing. It goes beyond superficial critique of public affairs and lays the groundwork for building a more effective and humane profession

Keywords: public administration, introduction, textbook.

Urban Education for the 21st Century: Research, Issues, and Perspectives. Festus E. Obiakor, Floyd D. Beachum. Charles C. Thomas Publisher. 2005.

http://www.ccthomas.com/details.cfm?P_ISBN=039807612X

This timely book exposes the complexities and realities facing urbanness and urban schools that are inadequately funded and denigrated, along with students who continue to be misidentified, misassessed, miscategorized, misplaced, and misinstructed by ill-prepared and unprepared educators and service providers. The text very successfully demonstrates the comprehensive nature and connectedness of problems and prospects in urban education. This book will be an added resource to researchers, scholars, educators, and service providers. It should be an excellent required text for graduate and undergraduate courses in all branches of education. Additionally, the book will be of interest to education administrators at all levels, public school teachers, policy makers, and change agents. The thirteen chapters discuss and explore the following primary topics:

- Urban education and the quest for democracy, equity, and excellence;
- Educating urban learners with and without special needs;
- Personnel preparation and urban schools;
- Teaching and learning in urban schools;
- Educational leadership in urban schools;
- Insights into educational psychology and what urban practitioners must know;
- Managing violence in urban schools;
- Financing urban schools;

- Reducing the power of “whiteness” in urban schools; and
- Promises and challenges of building and the future perspectives of urban education.

Keywords: public administration and public policy

What Motivates Bureaucrats?: Politics and Administration During the Reagan Years. Golden, Marissa New York: Columbia University Press, 2000.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0231106971&itm=1>

Taken as a case study when senior career bureaucrats at the U.S. Environmental Protection Agency and other agencies and when the Reagan administration subverted their goals and gutted their budgets during the 1980s, Golden (Bryn Mawr College) examines how government workers both respond to and resist pressure from politicians. She considers the actions of political principals, historical legacies of agencies, and the personal attitudes and beliefs of civil servants in shaping behavior

Keywords: public administration, politics and administration.

Management of Information Technology and E-Government

Best Truth. Bruce D. Berkowitz and Allan E. Goodman. Yale University Press. 2000.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0300080115&TXT=Y&itm=60>

Best Truth is a manifesto for a new model of intelligence operations in the information age. The central theme is that intelligence is information; therefore, the intelligence community must keep pace of the information revolution. The authors argue that intelligence agencies' excessive emphasis on hierarchy and secrecy prevents them from responding to today's highly fluid information "marketplace." They propose a new, less centralized model of management that incorporates the private sector--in essence, outsourcing intelligence.

Keywords: information management

Building Knowledge Management Environments for Electronic Government. Edited by Ramon C. Barquin, Alex Bennet and Shereen G. Remez. Management Concepts. 2001.
<http://www.managementconcepts.com/publications/management/buildkm.asp>

Building Knowledge Management Environments for Electronic Government shows you how to harness the power of the Internet to bring information to government decision-makers and citizens alike - and in so doing, to create a more efficient, responsive government.

In this new resource, you'll learn how to design and build new environments for enterprise-wide performance improvement. Use the key tools and techniques of this emerging discipline to create a new culture of information sharing. Detailed case studies teach you how to apply knowledge management on an agency-wide basis. Discover the critical success factors and learn from mistakes that have been made so you can avoid problems from the start.

You'll learn how to:

- Move from data to information, intelligence, knowledge, and finally, wisdom
- Link communities of practice to knowledge bases
- Use best practices for knowledge management from a case study in the defense sector
- Use enterprise information portals as the principal delivery mechanism for knowledge in an enterprise
- Establish key technology platforms for knowledge management
- Use digital storytelling as a tool for sharing knowledge across an environment
- Maximize the impact of collaborative work software
- Create knowledge management environments in procurement practices
- Develop a system for gaining knowledge through performance measurement
- Integrate knowledge management in every aspect of your mission
- Become a knowledge-based organization

Keyword: E-government, information and knowledge management

E-Governance: Styles of Political Judgment in the Information Age Polity. Perri 6. Palgrave Macmillan. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1403912467&itm=10>

The e-governance revolution is said to be changing everything in the public sector. However, will all the modeling tools, electronic meeting management systems and online consultations really change political judgment in policy formulation? Using new case studies from local and national government in the USA, the UK and Europe, *E-Governance* examines these claims in detail. Perri 6 presents a distinctive account of what political judgment actually is, considered as an organizational process. He then presents a new theory of how policy-makers use and reject information and do and do not trust each other with information in using the new tools, before analyzing the implications for democracy. The book concludes by identifying some practical ways forward for policy-makers.

Keyword: e-governance, public sector

E-Government and Public Sector Process Rebuilding. Kim Viborg Andersen. Kluwer Academic Publishers. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=140207994X&itm=9>

E-Government and Public Sector Process Rebuilding (PPR). Dilettantes, Wheelbarrows, and Diamonds provide an input to rebuild and improve the processes in which the public sector perform activities and interact with the citizens, companies, and the formal elected decision-makers.

Keyword: e-government, public sector

Electronic Government: Design, Applications and Management. Ake Gronlund. Idea Group Publishing. 2002.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=193070819X&itm=38>

Contributors in informatics, local governance, information management, public administration, and computer science examine changes faced by the public sector as it increases its use of information technology. They discuss issues in design, application, and management, such as Internet voting, the significance of law and knowledge for electronic government, the use of legal experts in administrative decision making, and agent- and Web-based employment market spaces in the US Department of Defense. Other topics include technology to support participatory democracy, strategic knowledge management in local government, and new work forms with groupware. Case studies are presented from Sweden, Canada, and Switzerland. Grönlund teaches informatics at Umea University. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keyword: e-government, public sector

Information Systems. Judith R. Gordon and Steven R. Gordon. Harcourt College Publishers. 1998.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0030224691&TXT=Y&itm=66>

Information Systems: A Management Approach, 2e focuses on the use of information technology to support the management of information. Specifically, it addresses the use of computer-based systems for determining the type of information that is needed for the effective performance of organizational activities; collecting, accessing, and organizing this information, retrieving, handling, and processing the information once it is available; and interpreting and communicating it to diverse constituencies both inside and outside the organization. The book looks at the management of information from the perspectives of diverse levels and types of job holders in both the private and public sectors. In particular, it considers the management of information by staff, managers, and executives in diverse functions, such as marketing, manufacturing, human resources management, engineering, and finance, in all sized organizations.

Keywords: information technology, information management

Information Systems for Government Fiscal Management. Ali Hashim and Bill Allan. World Bank Publications. 1998.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=082134398X&itm=63>

Information Systems for Sustainable Development. Idea Group Publishing. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1591403421&itm=6>

Information Systems for Sustainable Development provides the reader with a unique survey of information systems projects contributing to sustainable development in the private and public sectors, as well as with the conceptual and methodological background of such information systems. The reader will find examples of inspiring applications based on a broad range of ICT platforms, ranging from Web-based technologies to remote sensing and Geographic Information Systems (GIS).

Information Systems Strategic Management: An Integrated Approach. Steve Clarke. Routledge. 2000.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0415202779&itm=58>

A comprehensive guide to the strategic management of information systems within business and public sector organizations. Key issues covered include: corporate strategy, information systems strategy and the technical versus social debate.

Information Technology and Social Welfare: A Tool Kit for Managers. Luke Geoghegan and Jason Lever. Policy Process. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1861345054&itm=11>

Aimed at managers and practitioners in social welfare, ICT for social welfare will be a useful tool for those working in local government, health, social work and social care, as well as those working in the voluntary sector, advice, benefits, community development and housing.

Keyword: Information Technology, Public Sector

Introduction to Managing Digital Assets: Options for Cultural and Educational Organizations. Diane Zorich. Oxford University Press. 1999.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0892365463&itm=61>

Introduction to Managing Digital Assets reviews the traditions of rights administration and content distribution in various creative sectors, and identifies common structures and functions within these organizations. The book explores the relationships among the provider, the rights holder, and the user, highlighting issues of particular relevance to cultural and educational communities.

Knowledge Management: The Catalyst for Electronic Government. Ramon C. Barquin, Alex Bennet and Shereen G. Remez. Management Concepts. 2001.

<http://www.managementconcepts.com/publications/management/kmcatalyst.asp>

Build a solid foundation of *Knowledge Management Concepts and Theories Knowledge Management: The Catalyst for Electronic Government*, which applies new methods from the private sector to the unique objectives of the public sector. With detailed case studies of applications in federal agencies, this invaluable new volume briefs you on the exciting potential of knowledge management to create a more efficient, responsive government - and identifies the critical factors for successful implementation.

You'll get an overview of knowledge management - and learn how the fundamentals apply to the public sector. You'll discover the tools, technologies, and professional support services available for implementation. From both corporate and government leaders, you'll learn about best practices in this promising new discipline. Finally, you'll learn how to avoid common pitfalls from the experiences of early adopters in the federal government.

You'll learn about:

- Why knowledge management is the driving force behind electronic government

- How to assess whether your organization is ready for a knowledge management environment
- Differences in roles and functions between knowledge management and information technology
- Staff functions needed for a knowledge management environment
- Key issues involved in managing knowledge embedded in documents
- The role of the Chief Knowledge Officer
- How to apply a methodology for financially justifying knowledge management initiatives
- Why communities of practice are essential
- How to merge customer relationship management and knowledge management

Keywords: knowledge management

Management Information Systems. Terry Lucey. Thomson Learning. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1844801268&itm=4>

Management Information Systems is an accessible, practical, business-oriented introduction to the essential managerial, organizational and systems background to information systems." With thorough coverage of the principles, application and design of management information systems in both public and private sector organizations, this book provides an introduction to the subject for all students taking an introductory business information systems course.

Keywords: information management, public sector

Managing Information and Knowledge in the Public Sector. Eileen M. Miller. Routledge. 2001.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0415204224&itm=5>

In this book Eileen Milner introduces the reader to the concepts of information and knowledge and explores a variety of tools and techniques which may be usefully adopted in actively managing and developing these resources. Wherever possible, real-life public sector cases and examples are used to illustrate good practice, as well as some of the pitfalls of poor application.

Keywords: information management, public sector

Managing Technological Change: A Strategic Partnership Approach. Carol Joyce, Joyce Haddad, Carol Haddad. Sage Publications. 2002.

Management of technology (MOT) is a field of study dedicated to the planning and ongoing assessment of technology in organizations, incorporating the innovation, development, and engineering processes into one discipline. *Managing Technological Change: A Strategic Partnership Approach* fills a critical void by presenting an integrative, strategic, and participative approach to technology management from a multi-industry perspective.

Key Features

- Defines the concept of strategic partnership and presents a rationale for its use
- Identifies the steps involved in successful technology planning, acquisition, development, implementation, and assessment

- Presents an integrative framework that links aspects of systems theory, engineering design theory, and industrial relations theory to each of the aforementioned steps
- Discusses the barriers to rational innovation processes, using illustrative examples from service, public, and manufacturing sector industries
- Offers illustrative examples of best practice from multiple industries and cross-national perspectives, especially those involving strategic partnerships

Keyword: Management of Technology, Public Sector

Mastering E-Business. Jonathan Groucutt and Paul Griseri. Palgrave Macmillan. 2004.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0333968328&itm=13>

"Electronic business has now moved beyond the dot.com bubble to become a central issue for all industries. Mastering e-Business focuses on what the internet means for all types of organizations, large or small, public or private sector. This book equips those with no specialist knowledge of computing or information technology with an understanding of the diversity presented by the internet. It will help them to exploit the opportunities and face the challenges presented by the world wide web." Mastering e-Business is written in a clear, accessible style, with many real-world case studies. It is ideal for business and management-related students at all levels, as well as being suitable for businesspeople.

Keyword: e-government, public sector

Power of Communication: Managing Information in Public Organizations. Doris A. Graber. CQ Press. 2002.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1568022115&TXT=Y&itm=33>

Graber (political science, U. of Illinois, Chicago) examines how communication works in the public sector and how research findings can help government officials meet their unique challenges to collect, store, analyze, and disseminate information in the current technological age. She presents current theories and analyses of organizational communication and information management, and discusses the practical aspects of communicating in public agencies. The text combines findings from the literature on organizational behavior and decision making in sociology, communication, and political science, and is designed for students and practitioners in these fields. Annotation c. Book News, Inc., Portland, OR.

Keyword: information management, public sector

The Professional Edge: Competencies in Public Service. James S. Bowman, Jonathan P. West, Montgomery Van Wart, and Evan M. Berman. M.E. Sharpe. 2004.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0765611465&TXT=Y&itm=15>

The authors of *The Professional Edge* contend that the new context and character of public service – shifting values, entrepreneurship, information technology, multisector careers – require enhanced technical, ethical, and leadership competencies. The public servants of today must be consummate professionals steeped in technical and ethical competencies necessary to conduct the public's

business. This book describes what it means to be a consummate professional public servant. It identifies the technical competencies needed and links those with performance management, human resource administration, and information technology skills. It also identifies the ethical foundations of public service and how to integrate them in practice. *The Professional Edge* concludes with a focus on individual leadership, what it means and how it is based on a foundation of ethical and technical skills. This readable volume is filled with exhibits and examples from government, the nonprofit sector, and business. *The Professional Edge* is an ideal supplement for any introductory course in Public Administration or Ethics in the Public Sector.

Keywords: information technology, public administration

Public Administration in the Information Society: Essays on Risk and Trust. M. Lips, J.A. Taylor and F. Bannister (editors). IOS Press. 2006.
<http://www.iospress.nl/loadtop/load.php?isbn=1586035975>

Risk and trust are interlocking issues, thrown into the social, political and managerial foreground as governments pursue their responses to the development of the information society. Transformations in the ways in which information is gathered, stored, transmitted and shared throughout government and the wider polity, raise a variety of concerns across the spectrum of scholarship and public commentary. As the use of ICT becomes virtually ubiquitous, debates about risk and trust have taken on deeper and broader dimensions, in part reflected in the growing interest in risk management, and more recently in trust management, in public administration. Risk and trust must be acknowledged as central concepts in governments' ambitions to address the information society, therefore. As our societies, polities and economies become increasingly 'wired' and information intensive, the collection, management and development of information resources come more and more to the centre of attempts to control and regulate for risk and trust in and by public administrations. Flows of information deriving from new ICT applications pervade public administration and the wider polity, as the chapters in this book show.

Keywords: information technology, public administration

Public Information Technology and E-Governance: Managing the Virtual State. G. David Garson. Jones & Bartlett Publishers. 2006.
<http://nonprofit.jbpub.com/catalog/0763734683/>

Written by a leading scholar of public information systems, *Public Information Technology and E-Governance* is a comprehensive, well-balanced and up-to-date resource on public information technology and e-government. Based on thousands of academic and practitioner studies and reports, this book provides policy information on e-democracy, access issues, privacy, security, regulatory, enforcement and taxation issues, as well as management information on business plans, public-private partnerships, strategic planning, project management, implementation factors, and evaluation. An excellent text or reference, this book features several chapter case studies, a glossary, discussion questions, and chapter summaries to maximize comprehension of the subject.

Keywords: information technology, public administration

Public Sector Information in the Digital Age: Between Markets, Public Management and Citizens' Rights. Georg Aichholzer, Herbert Burkert. Edward Elgar Publishing. 2005.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=1843763834&itm=3>

This timely volume reviews key issues and developments in the controversial area of public sector information (PSI). It addresses the fundamental themes, challenges and conflicts surrounding the access to, and use of, PSI in the new digital era. Using detailed empirical analyses and case studies from across Europe and the USA, the authors focus on the crucial policy, economic, legal and social issues." This is one of the first books devoted to addressing the new challenges of access to PSI and the role of public policy. The international contributors, including leading experts from Europe and the US, have produced an informative and coherent resource that will be of interest to scholars, students and decision-makers working in the fields of public policy, economics, political science, law and information technology.

Keywords: information management, public sector

Relationship Advantage: Information Technologies, Sourcing, and Management. Tomas Kern and Leslie P. Willcocks. Oxford University Press. 2001.

The post-contract relationship in IT outsourcing often determines the success or failure of an outsourcing venture. Using five longitudinal case studies, the authors address the various factors involved in outsourcing relationships and present pointers to assist managers and practitioners achieve the 'relationship advantage' in outsourcing

Keyword: management of technology, public sector

The Value Factor: How Global Leaders Use Information for Growth and Competitive Advantage. Mark Hurd and Lars Nyberg. Bloomberg Press. 2004.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&pwb=1&ean=9781576601570>

Hurd and Nyberg have access to some of the top companies in every industry and from around the world. In this book they share their unique perspective on what the innovators are doing to get ahead and stay ahead in the tough business environment of today and how top companies are meeting challenges and turning them into growth opportunities.

Keyword: information management, public sector

World of E-Government. Edited by Gregory G. Curtain and Michael H. Sommer. Haworth Press. 2003.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=4i0spSbBhg&isbn=0789023059&itm=30>

The World of E-Government investigates how e-government is helping to revolutionize democracies across the globe. Using case studies, cutting-edge research, and commentary from some of the field's foremost researchers, practitioners, and industry leaders, this first-of-its-kind volume explores the enormous future potential of e-government as it links all world citizens locally, regionally, nationally, and internationally. This pioneering text offers the experiences of many leading countries

using electronic government, showing you what mistakes they made, the benefits they've reaped, and the impact of e-government to democracy, traditional government, and international commerce.

Contributors to this timely book include some of the world's leading practitioners in e-government - people who were actually involved in establishing and shaping the experiences of countries now ranked as leaders in e-government projects. These authorities reveal how their countries successfully implemented e-strategies to directly benefit their citizens. The *World of E-Government* details how electronic government is being used to govern and change the lives of citizens online in such areas of the world as: the United States, Singapore, Canada, the European Union, Australia, New Zealand, Germany.

This book will give you a better understanding of:

- how to best plan for citizen use of e-government
- how countries have avoided waste and unnecessary spending
- how e-government can move forward by using optimal planning and previous experiences
- what citizens expect of e-government in countries around the globe
- the realities, the latest initiatives, and the future of e-government in America, Europe, and elsewhere

The *World of E-Government* is an essential book for all elected officials and their staffs, e-government practitioners, researchers, and information specialists to use in order to stay up-to-date with the growing needs of the general public. The advice offered in this text can help you improve service delivery, provide vital information to the public, and enhance public participation online. This volume contains useful bibliographies, additional readings, tables, and figures to further your career or research studies in public administration, government, political science, law, education, or information technology.

Keyword: e-government, public sector

Nonprofit Management

Accounting and Budgeting in Public and Nonprofit Organizations: A Manager's Guide. C. William Garner. Wiley, John & Sons. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555423361&TXT=Y&itm=27>

Keywords: nonprofit, public administration

Accounting and Financial Reporting for Governmental and NonProfit Organizations: Basic Concepts. Robert W. Ingram, Russell J. Peterson, Susan W. Martin. McGraw-Hill Companies. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0070317143&TXT=Y&itm=59>

This book presents the basic concepts of financial reporting and accounting for nonprofit organizations. It can be used as a supplement to intermediate and advanced accounting texts or as a core text in nonprofit or special topics courses in accounting, public administration, and other undergraduate, graduate, or continuing education business programs. The educational approach of

this material is unique in attempting to build a logical understanding of nonprofit accounting and reporting for business organizations.

Keywords: nonprofit, public administration, financial management

Activity-Based Management for Service Organizations, Government Entities, and Nonprofits. James A. Brimson, John Antos Wiley, John & Sons 1994

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=047101351X&TXT=Y&itm=49>

Activity-based management has already proven extremely valuable to manufacturers in helping them to cut waste, improve quality, reduce cycle times, and get their products to market faster. The team that had the first bestselling title on activity-based costing, now looks at activity-based management. Now, *Activity-Based Management* demonstrates how this innovative form of managerial accounting - which provides an organization with the tools to isolate the separate activities within its business processes and measure the cost and performance of each activity - can be applied to service groups, government agencies, and nonprofit entities. This new management technique will enable organizations to pinpoint problem areas, achieve excellence, and set in motion a process of continuous improvement. This groundbreaking book examines why traditional managerial accounting methods have become obsolete in a new age of advanced technology and information systems. It discusses why they can only treat the symptoms rather than the root causes of problems and why they are incapable of measuring and making visible the actual costs of providing a service - a key to eliminating wasteful activities. *Activity-Based Management* argues that activities - the basic components of an organization and the building blocks for analyzing costs - must be the backbone of any contemporary managerial system. It reveals how activity management highlights those resources that drive costs, focuses corporate strategy, supports continuous improvement, enhances decision support systems, and ensures that plans are transmitted to a level at which effective remedial actions can be taken. The book introduces a five-step approach to calculating activity cost. It identifies the way an organization uses its resources to accomplish its objectives by eventually pinpointing the actual cost per activity. Armed with this information, readers are ready for the next stage - activity-based budgeting.

Keywords: nonprofit, public administration

Balanced Scorecard Step-by-Step for Government and Nonprofit Agencies. Paul R. Niven, Steven V. Mann. Wiley, John & Sons, 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0471423289&itm=6>

Hands-on guidelines for using the Balanced Scorecard within mission-driven organizations. Today's insistence on demonstrated organizational performance is not limited to private-sector corporations. Public and nonprofit agencies are also finding that, as financial resources decrease and demand for results increases, they too must institute performance goals along with programs and processes to consistently progress toward those goals.

Balanced Scorecard Step-by-Step for Government and Nonprofit Agencies identifies the opportunities—and helps eliminate the obstacles—of bringing the popular and proven. *Balanced Scorecard* approach to public and nonprofit organizations.

This results-focused and practical book provides you with:

Fundamentals of the Balanced Scorecard concept

- Advice on how to alter the "geography" of the balanced scorecard to fit public and nonprofit agencies
- Techniques for developing strategy maps and Balanced Scorecards throughout your organization
- Tools and templates to link the Balanced Scorecard with key management processes

Balanced Scorecard Step-by-Step for Government and Nonprofit Agencies outlines the very real benefits of the field-proven Balanced Scorecard approach, and details how it can be tailored to the unique requirements and realities of nonprofit and public-sector organizations. It will show you how to use the Balanced Scorecard to help your organization dramatically improve operational and fiscal effectiveness—and better meet the needs of your stakeholders.

"Today's constituents and donors are better informed than at any time in history. That knowledge leads to a demand of accountability on your part to show results from the financial and human resources with which you've been entrusted. To do that you must demonstrate tangible results, and those results are best captured in performance measures."

Keywords: nonprofit, public administration

Beyond the Bottom Line: How to Do More with Less in NonProfit and Public

Organizations. Martin W. Sandler, Carol Weiss, Deborah A. Hudson, Neil DeGuzman, Deborah Hudson. Oxford University Press. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0195116127&itm=14>

In the pages of *Beyond the Bottom Line*, Sandler and Hudson provide detailed descriptions of nonprofits and public agencies that are meeting the challenge of doing more with less, and setting standards of efficiency and service that few business organizations can meet. The authors studied hundreds of nonprofit and public agencies around the country to find organizations like these that are meeting the challenges of shrinking resources and growing demand. Focusing on the thirty "best of breed" organizations, they developed a roster of attitudes and skills that distinguishes these top performers. In addition, they have distilled hundreds of practical techniques and strategies - transferable to any organization in any sector - that put these organizations at the head of their class

Keywords: nonprofit, public administration

Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public

Organizations. John Carver, Alan Shrader (Editor). Jossey-Bass Inc. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787908118&TXT=Y&itm=7>

John Carver's groundbreaking Policy Governance model has influenced the way public and nonprofit boards operate around the world. Now, as widespread experience with the model accumulates, Carver enriches his definitive exposition with updated policy samples, a new chapter on the process of policy development, and additional resources for various types of boards. Carver debunks the entrenched beliefs about board roles and functions that hamper dedicated board members. With creative insight and commonsense practicality, he presents a bold new approach to board job design, board-staff relationships, the chief executive role, performance monitoring, and virtually every aspect of the board-management relationship. In their stead, he offers a board model designed to produce policies that make a difference, missions that are clearly articulated, standards that are ethical and

prudent, meetings, officers, and committees that work, and leadership that supports the fulfillment of long-term goals.

Keywords: nonprofit, public administration

Budgeting for Not-For-Profit Organizations. Maddox, David. NY: John Wiley & Sons, 1999.

<http://www.worldcatlibraries.org/wcpa/ow/e5a383d5c199c8fca19afeb4da09e526.html>

A well-functioning budget process is more than a set of procedures; it provides a focus for the organization and management to analyze key financial and strategic issues. This invaluable reference addresses the fundamentals of managerial incentives, resource allocation, and practical ways in which these incentives can be managed to serve the strategic goals of the organization by taking an in-depth look at the principles of budgeting for not-for-profit organizations; higher education, charities and foundations, religious organizations, and hospitals and healthcare organizations.

Keywords: budgeting, public administration, public choice, public management, textbook

Cases and Applications in NonProfit Management. Robert T. Golembiewski, Jerry G. Stevenson. Wadsworth. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0875814123&TXT=Y&itm=24>

This casebook addresses a broad range of realistic management situations and problems encountered in nonprofit organizations. In addition to a collection of lively and challenging cases, it includes a substantial introduction on using cases in the classroom, plus exercises and questions that help students delineate some of the unique issues facing nonprofit managers today.

Keywords: nonprofit, public administration

Casebook: NonProfit Administration and Supervision. George Grant, Jerry Johnson. Allyn & Bacon, Inc. 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0205464076&itm=28>

Keywords: nonprofit, public administration

Character of Leadership: Political Realism and Public Virtue in Non-Profit Organizations.

Michael Jenkins, Deborah Bradshaw Jenkins. Wiley, John & Sons. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787941204&itm=18>

What does political savvy have to do with running a nonprofit organization? According to the authors of this practical and empowering guide, it's essential to success. But can political know-how and altruistic values comfortably coexist in a nonprofit leader? According to Michael and Deborah Bradshaw Jenkins, the most effective leaders are those who combine the expertise of their discipline and their deeply held values with political skills, enabling their expertise and values to flourish in real-world conditions. The Character of Leadership is a compelling tutorial in the use of pragmatic and principled politics that will help individuals become better leaders. As their model, the authors use one of the smartest political observers of all time - Niccolo Machiavelli. While the dictionary uses his name to define cutthroat politics, many contemporary philosophers, including the ethicist Reinhold

Niebuhr, have discovered in Machiavelli's view a realistic and effective approach to the leadership of social institutions.

Keywords: leadership, nonprofit, public administration

The Complete Guide to Nonprofit Management, *second edition*. Edited by Robert H. Wilbur Wiley. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0471380628/ref=pd_sim_b_3/103-9364801-1672668?%5Fencoding=UTF8&v=glance

The Complete Nuts-and-Bolts Guide to Managing Today's Bottom-Line Oriented Nonprofit Organizations. This significantly revised and expanded second edition of the highly popular how-to book identifies and addresses the unique concerns of nonprofit organizations. Cutting through the morass of mere theory, the experts at Smith, Bucklin & Associates, Inc., a leading nonprofit management firm, get right to actual practice with dozens of real-world examples and case studies, and up-to-date, vital, "combat-tested" strategies and techniques for dealing with virtually every nonprofit business management issue, including:

- The daily role of boards of directors
- Fund development and marketing
- Public and government relations
- Educational programs and certification
- Information services
- Human resources management
- Using the Internet

In addition, featured here is a refocused strategic planning chapter that presents an ongoing, organic form of planning, as well as updated discussions of the importance of mission statements, planning publicity campaigns and coordinating special conventions, developing and marketing education programs, and much more.

Get the bottom line from the "front office." Whether you are an executive or manager of a nonprofit organization, a volunteer, consultant, fund-raising professional, a member of a board of directors or a trustee, the information in this indispensable guide is more critical—and more effective—than ever before

Keywords: nonprofit organization, management

Complete Guide to Public Employment: Opportunities and Strategies with Federal, State, and Local Governments: Trade and Professional Associations: Consulting Firms: NonProfit Organizations: Foundations: Research Organizations: Political Suppo. Ronald L. Krannich, Caryl R. Krannich. Impact Publications, VA. 1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0942710266&itm=38>

According to the authors, job opportunities are available in the public sector, but the market is becoming increasingly competitive. Their guide gives the reader suggestions on finding work with federal, state, and local governments and related organizations. The general information on job hunting and the specific information on government jobs is current, accurate, and detailed. But the chapters on nongovernment employers are far more general and include several excerpts from directories such as the Encyclopedia of Associations. The primary value of this section, in fact, lies in

alerting readers to these other sources. Still, overall, this is a worthwhile book for career collections. Wendy Alex, Tampa-Hillsborough City. P.L. System, Fla.

Keywords: nonprofit, public administration

Creating and Implementing Your Strategic Plan: A Workbook for Public and NonProfit Organizations. John M. Bryson, Farnum K. Alston Wiley, John & Sons. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787967548&TXT=Y&itm=2>

Creating and Implementing Your Strategic Plan is the best-selling companion to John Bryson's landmark book *Strategic Planning for Public and Nonprofit Organizations*. This new edition of the workbook is completely revised and updated and can be used as a stand-alone resource or as a companion to *Strategic Planning for Public and Nonprofit Organizations*. A step-by-step guide to putting strategic planning to work in public and nonprofit organizations, this indispensable workbook includes easy-to-understand worksheets and clear instructions for creating a strategic plan tailored to the needs of the individual organization.

Keywords: nonprofit, public administration

Developing Affordable Housing: A Practical Guide for Nonprofit Organizations (Wiley Nonprofit Law, Finance and Management Series). Hect, Bennett L.

http://www.amazon.com/gp/product/0471743461/sr=1-1/qid=1154712990/ref=sr_1_1/102-9150357-4808950?ie=UTF8&s=books

This book offers the necessary tools and strategies to create long-term stability, meet community housing needs, and take advantage of economic opportunities. It provides comprehensive coverage of the entire development process, including putting together the development team, determining feasibility of the project, and financing the project.

Keywords: development, feasibility, financing, housing needs, long term stability, tools, strategies

Emerging NonProfit Sector: An Overview. Lester M. Salamon, Helmut K. Anheier. St. Martin's Press. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0719048710&itm=50>

Keywords: nonprofit, public administration

Excellence in NonProfit Leadership: A Three-in-One Development Program for Boards and Staff. Peter F. Drucker, Frances Hesselbein, Max De Pree. Wiley, John & Sons. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787910813&itm=32>

Keywords: nonprofit, public administration

Excellence in Nonprofit Leadership Facilitator's Guide. Peter F. Drucker, Frances Hesselbein, Max De Pree, Peter F. Drucker Foundation for Nonprofit Management. Wiley, John & Sons. 1998.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787943983&itm=31>

Keywords: nonprofit, public administration

Forging Nonprofit Alliances: A Comprehensive Guide to Enhancing Your Mission Through Joint Ventures & Partnerships, Management Service Organizations, Parent Corporations, and Mergers. Jane Arsenault. Jossey-Bass Inc. 1998.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787910031&itm=33>

In *Forging Nonprofit Alliances*, Jane Arsenault draws on her years of experience helping nonprofits join forces to show how nonprofits can use consolidation as a strategic tool to enhance rather than undermine mission. By forging alliances, nonprofits of all sizes can ensure the survival of key programs that may be threatened by shifts in funding and can attain necessary resources to pursue new opportunities. In this comprehensive guide to enhancing mission, Arsenault explores the various options for consolidation - including joint ventures and partnerships, management service organizations, parent corporations, and mergers. She also details the negotiation process and demonstrates how to design and frame the consolidation process in a positive and constructive way for staff, donors, and constituents.

Keywords: nonprofit, public administration

Global Civil Society: Dimensions of the NonProfit Sector, Vol. 1. Lester M. Salamon, Helmut K. Anheier, Regina List. Johns Hopkins University Institute for Policy Studies. 2000.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1886333424&TXT=Y&itm=25>

Keywords: nonprofit, public administration

Governing, Leading, & Managing NonProfit Organizations: New Insights from Research and Practice. Dennis R. Young, Robert M. Hollister, Virginia A. Hodgkinson. Jossey-Bass Inc. 1992.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555424902&itm=61>

Of singular concern to nonprofit organizations today are the problems of governance and management. As demonstrated in recent, highly publicized cases and in small, quiet crises across the nation, how an organization is run and who has the responsibility for it are questions of fundamental importance. Drawing on management research and inquiries into the nature of voluntary organizations, this volume provides insights into how managers, board members, and other leaders in the nonprofit sector can meet the pressing challenges of governance and management, and lead their organizations with informed vision and renewed purpose. A publication of *Independent Sector*, this book identifies what is unique about leadership in the nonprofit sector, and outlines what can be adapted and applied to nonprofit organizations from management research and practices developed in the business and public sectors. *Governing, Leading, and Managing Nonprofit Organizations* brings together leading scholars, researchers, and managers in the field to chart new directions for nonprofit management theory and practice in such areas as board structure and functions, board/staff relations, the mission of nonprofits, volunteer recruitment and retention,

resource development and management, management for social change, and public policy issues that affect the management of nonprofit organizations.

Keywords: nonprofit, public administration

Human Resources Management for Public and NonProfit Organizations. Joan E. Pynes Wiley, John & Sons. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787970786&TXT=Y&itm=4>

In this thoroughly revised and updated second edition of *Human Resources Management for Public and Nonprofit Organizations*, Joan E. Pynes -- a respected authority in public administration -- demonstrates how strategic human resources management is essential for proactively managing change in an environment of tighter budgets, competition from private organizations, the need to maintain and train a more diverse workforce, and job obsolescence brought about by shifts in technology. Complete with a free online instructor's manual, this new edition offers current compensation and budgetary guidance and helps practitioners navigate the newest legal and technological challenges and opportunities in human resources management.

Keywords: nonprofit, public administration

Information Technology for the Not-for-profit Sector. Ian Harris, Michael Mainelli. Institute of Chartered Secretaries & Administrators. 2001.

<http://www.amazon.co.uk/exec/obidos/ASIN/1860721303/zyenlimite/202-5737095-3079818>

This is a practical guide to developing and implementing an information technology strategy. Core topics, such as selecting the appropriate hardware and software, are accompanied by coverage of issues such as training, health and safety and data protection. The use of the Internet and email are also given prominence. Full attention is given to topics of particular relevance to the sector, such as finding sector-friendly suppliers and consultants and identifying software for fundraising management and service provisions.

Keywords: information technology, not-for-profit

Managing for Accountability: Preserving the Public Trust in Public and NonProfit Organizations. Kevin P. P. Kearns. Jossey-Bass Inc. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787902284&TXT=Y&itm=39>

The high-risk investment of public funds by an Orange County official, the United Way fiasco, and the fraudulent investment scheme of the Foundation for New Era Philanthropy--these are just a few examples of headline-making scandals involving public and nonprofit organizations. To restore trust, public and nonprofit leaders must act responsibly and make accountability a strategic priority. This book helps identify the strategic issues related to accountability and outlines the effective tools and methods for implementing desirable standards of responsibility and accountability. *Managing for Accountability* shows how to take a proactive approach to accountability and offers a range of practical, proven strategic management approaches, advice on implementing strategic tools, illustrative examples, and useful checklists and diagnostic tools. The author explains how to conduct an accountability audit that focuses on internal strengths and weaknesses and demonstrates how to set in motion targeted systems that will ensure that public and nonprofit organizations meet the

expectations of the public. The book cites numerous examples of organizational successes and failures, including a pointed examination of the Orange County bankruptcy scandal - an analysis that clearly illustrates the benefits and risks of entrepreneurial public management. In addition, the book discusses ways that organizations can foster a culture of accountability using leadership strategies and the proven technique of employee empowerment.

Keywords: nonprofit, public administration

Managing Human Behavior in Public and Nonprofit Organizations. Maria P. Aristigueta, Robert B. Denhardt, Janet Vinzant Denhardt, Maria Pilar Aristigueta. SAGE Publications. 2001.

Managing Human Behavior in Public and Nonprofit Organizations is the first core textbook specifically written for the management and organizational behavior course taught in undergraduate and graduate programs in public administration, particularly in Masters in Public Administration (MPA) programs. Designed to help students develop the skills and understanding they need in order to become effective and responsible public managers, the book covers all of the essential topics in management and organizational behavior from the perspective of public and non-profit management. It focuses on the importance of understanding the behavior, motivations, and actions of individuals in the public service and the distinctiveness of management and leadership in public organizations. Action-oriented, the book is filled with cases, self-assessment exercises, simulations, and evaluative instruments.

Keywords: nonprofit, public administration

Managing a Nonprofit Organization in the Twenty-First Century. (Revised and Updated). Wolf, Thomas. Free Press. 1999.

http://www.amazon.com/Managing-Nonprofit-Organization-Twenty-First-Century/dp/0684849909/sr=1-1/qid=1168872541/ref=pd_bbs_sr_1/102-5538563-7067303?ie=UTF8&s=books

Now updated and revised, this "bible" for nonprofit organizations focuses on recent changes and pinpoints their impact on staffing, governance, and fund-raising. 30 charts. 12 line drawings.

Keywords: nonprofit organization, management

Managing the Non-Profit Organization: Principles and Practices. Peter F. Drucker. HarperBusiness. 1992.

http://www.amazon.com/exec/obidos/ASIN/0887306012/qid=1118086596/sr=2-2/ref=pd_bbs_b_2_2/103-9364801-1672668

The service, or non-profit, sector of our society is growing rapidly (with more than 8 million employees and more than 80 million volunteers), creating a major need for guidelines and expert advice on how to manage these organizations effectively. Drucker gives examples and explanations of mission, leadership, resources, marketing, goals, people development, decision making, and much more. Included are interviews with nine experts that address key issues in the non-profit sector.

Keywords: nonprofit organization, management

Measuring Performance in Public and Nonprofit Organizations. Theodore H. Poister Wiley, John & Sons 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=078794999X&TXT=Y&itm=10>

Measuring Performance in Public and Nonprofit Organizations is a comprehensive resource for both sectors on the management, methods, and processes of performance measurement. It addresses three key components of organizational self-assessment: the technical aspects of performance measurement, such as how to gather and analyze data; the "human" aspects, such as how to encourage buy-in to the process; and the key strategic aspects, such as how to use performance measurement to improve budgeting, quality, and strategic planning.

Keywords: nonprofit, public administration, performance measurement

Nonprofits and Government: Collaboration and Conflict. Elizabeth T. Boris (Editor), C. Eugene Steverle (Editor). Urban Institute Press. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0877666865&itm=52>

Contributors from many disciplines analyze the nature and extent of the relationship between government and nonprofit organizations. Following an overview, sections cover the flow of money between government and nonprofits; nonprofits and the development of public policy; and international dimensions. Subjects include the nonprofit sector and the federal budget, tax treatment of nonprofit organizations, nonprofit advocacy and political participation, and government-nonprofit relations in international perspective. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keywords: nonprofit, public administration

NonProfit Organization: Essential Readings. David L. Gies, Jay M. Shafritz, J. Stephen Ott Wadsworth. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0534125883&TXT=Y&itm=66>

Keywords: nonprofit, public administration

NonProfit Sector in the Global Community: Voices from Many Nations. Kathleen D. McCarthy, Virginia A. Hodgkinson. Jossey-Bass Inc. 1992.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555423973&itm=68>

Advances in communication technology and the push for democracy by peoples everywhere have created a new, worldwide arena for human activity--in business, government, and politics, and in the voluntary sector as well. This book represents a first step toward understanding the role of nonprofit organizations in the context of this emerging global society. The authors describe and analyze the functions and significance of nongovernmental organizations, philanthropy and voluntarism in modern developed democracies, eastern Europe, and the Soviet Union, and developing countries worldwide

Keywords: nonprofit, public administration

NonProfit Organization Handbook. Tracy Daniel Connors. McGraw-Hill Companies. 1988.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0070124329&TXT=Y&itm=74>

More than six million public service, nonprofit organizations (NPOs) exist in America today. Now, this ground-breaking handbook offers the NPO manager, professional, and volunteer a total desktop reference on the effective management and operation of an NPO. Be it a church group, the Boy Scouts of America, or The Ford Foundation, virtually every NPO operates on seven common areas of management: organization and corporate principles; leadership, management, and control; human resources; sources of revenue; public relations and communication; fiscal management and administration; and assessment and evaluation. All of these areas are covered in a down-to-earth, comprehensive manner by over 30 of the nations' most knowledgeable practitioners of NPO management. They give valuable and current how-to advice on such topics as: the pros . . . and cons of NPOs. . . securing tax-exempt status. . . management by objective in an NPO. . . planning and key result areas. . . the role of the board of directors. . . meetings and committees. . . utilizing volunteers. . . membership and dues. . . successful fund raising. . . securing grants. . . public relations and community support. . . utilizing electronic media. . . special events. . . legislative lobbying. . . budgeting, accounting and bookkeeping. . . evaluating for effectiveness. . . research checklists, charts, examples, planning formats, and case studies illustrate every important concept and method throughout the book. No other resource currently available provides the answers to so many questions on how to manage a Nonprofit Organization.

Keywords: nonprofit, public administration

Organizational and Structural Dilemmas in NonProfit Human Service Organizations. Hillel Schmid (Editor). Haworth Press. 2005.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0789025507&itm=23>

Organizational and Structural Dilemmas in Nonprofit Human Service Organizations explores the common pitfalls that plague nonprofit human service organizations and cause them to fail in their missions. In this book, leading scholars analyze and evaluate the inherent difficulties that impede effectiveness in these organizations and offer solutions for repairing or preventing any permanent damage. This wide-ranging body of knowledge, research findings, and information will help you set successful long-term strategies for your organization - despite changes in laws, programs, and public sentiment.

Keywords: nonprofit, public administration

Performance and Credibility: Developing Excellence in Public and NonProfit Organizations. Mark A. Abramson, Christopher Bellavita, Joseph S. Wholey (Editor). Lexington Books. 1985.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=066911037X&itm=42>

Keywords: nonprofit, public administration

Players in the Public Policy Process: Nonprofits as Social Capital and Agents.

Herrington J. Bryce. Palgrave Macmillan. 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1403968292&itm=16>

This book systematically develops the perspective of nonprofits or non-governmental organizations (NGOs) as social capital assets and agents of public policy within the principal-agent paradigm and across public purposes-foreign or domestic, religious or sectarian, in developed or developing countries. The perspective has universal applicability and allows us to go beyond assumptions of market or government failure. Moreover, the perspective reflects the competitive situation in which nonprofits frequently find themselves when bidding against firms for government contracts. The analysis identifies five factors that could offer nonprofits a clear, competitive advantage over firms and governments in certain contract bidding. The perspective yields a set of implications for the strategic positioning of nonprofits in the public policy arena, and yields a new functional classification that includes nonprofits (not merely as service providers), but as managers of significant social risks, as market and transaction regulators, and as centers of collective action along the full spectrum of public policy processes and issues.

Private Sector Strategies for Social Sector Success: The Guide to Strategy and Planning for Public and NonProfit Organizations. Kevin P. Kearns Wiley, John & Sons. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787941891&TXT=Y&itm=13>

This practical guide offers a realistic approach to strategic management, while borrowing from the most helpful and relevant business ideas, allows the public or nonprofit organization to achieve success without compromising its unique mission or constituency. Executives, managers, and policymakers will find key principles for everyday application, including how to: identify trends that will most affect programs and services; assess the organization's core strengths and competencies; select strategies that advance the mission while building operational success; explore opportunities for collaborations with other organizations; and encourage a culture of strategic thought and action. Throughout this innovative guide, there are numerous illustrations and examples of how to apply the most appropriate technique to a particular need or goal. At last, public and nonprofit organizations have a real-world guide to finding lasting success.

Keywords: nonprofit, public administration

Quality Management in the NonProfit World: Combining Compassion and Performance to Meet Client Needs and Improve Finances. Larry W. Kennedy, Philip B. Crosby. Jossey-Bass Inc. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555423469&itm=70>

Enables nonprofit organizations to enhance the quality of their services by adapting tools of quality management first developed in private industry, and applying them to their special needs. Explains how managing for quality not only can improve the services that nonprofits provide but also can increase the number of people they serve.

Keywords: nonprofit, public administration

Research Methods in Public Administration and NonProfit Management: Quantitative and Qualitative Approaches. David E. E. McNabb. M.E. Sharpe. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0765609576&TXT=Y&itm=8>

A textbook for a course on research methodology for students of public administration who are about to begin their first research projects. It defines and explains some of the major variations and processes found in quantitative, qualitative, and mixed strategies. Annotation c. Book News, Inc., Portland, OR.

Keywords: nonprofit, public administration

Resolving Conflict in NonProfit Organizations: The Leader's Guide to Finding Constructive Solutions. Marion Peters Angelica, Vincent Hyman (Editor), Dale Thompson (Editor) Wilder. Fieldstone Alliance. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0940069164&itm=54>

Keywords: conflict management, nonprofit, public administration

Statistical Analysis for Public and Nonprofit Managers. Leanna Stiefel. Greenwood Publishing Group. 1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0275933016&itm=17>

This is a comprehensive, clearly written guide to the use of statistical analysis in the management of not-for-profit organizations. The book emphasizes statistical models that use more than one variable and is unique in presenting multivariate statistics specifically with the public and the not-for-profit manager in mind. Examples throughout have been chosen to be relevant to the not-for-profit organization and each chapter contains several "real-life" illustrations of how statistical techniques can be used in actual practice. In addition to explaining statistical methods and techniques in detail, the author focuses on why statistics should be used and helps the reader obtain an intuitive grasp of the rationale behind the statistics.

Keywords: nonprofit, public administration, statistical analysis

Strategic Management for Public and Nonprofit Organizations. Steiss, Alan Walter. CRC Press. 2003.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK2051&parent_id=&pc=

The central resource for process improvement and innovation, this book includes valuable techniques to identify and improve organizational processes, as well as manage the change that accompanies implementation. Strategic Management for Public and Nonprofit Organizations discusses SWOT analysis, TQM, systematic innovation, Six Sigma, quality function deployment, process mapping, gap analysis, and activity based costing. With helpful references to secondary sources and a comprehensive glossary, this text will benefit public administrators, financial managers, public planners, investment managers, policy analysts, and public policy specialists, and upper-level undergraduate and graduate students in these disciplines.

Keywords: handbook, public and nonprofit organizations, strategic management

Strategic Management in Public and Nonprofit Organizations: Managing Public Concerns in an Era of Limits. *Second Edition.* Jack Koteen. Greenwood Publishing Group. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=027595532X&TXT=Y&itm=19>

This new edition captures and blends the essence of new ways of managing public and nonprofit organizations to better serve the client given the new realities that are drastically altering the ways in which these organizations do business. Pioneering, but applicable, private sector management behavior is identified and explained along with time-tested management fundamentals and numerous practices developed over the last several decades. This edition retains the comprehensive coverage of the earlier edition while including the cutting edge of management technology

Keywords: nonprofit, public administration, strategic management

Strategic Management of Public and Third Sector Organizations: A Handbook for Leaders. Paul C. Nutt. Jossey-Bass Administration Series. 1992.

http://www.amazon.com/exec/obidos/tg/detail/-/1555423868/qid=1082308632/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A cutting-edge book on strategic management and leadership for the public and nonprofit sectors, this volume goes beyond strategic planning to show how an organization can be managed strategically. Comprehensive in scope, the book provides an innovative framework for understanding strategic issues in the public and nonprofit sectors, explains strategic management concepts and describes the process step by step, details support techniques, discusses specific case examples, and includes useful forms and worksheets. "At last, a book for teaching the practice of strategy in the public sector. It is a rare and wonderful blend of concept, process, and technique." --Robert E. Quinn, School of Business, University of Michigan.

Keywords: handbook, strategic management, third sector management

Strategic Planning for Nonprofit Organizations: A Practical Guide and Workbook. Michael Allison and Jude Kaye. John Wiley and Sons. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0471178322/ref=pd_sim_b_3/103-9364801-1672668?%5Fencoding=UTF8&v=glance

Practical, easy-to-follow planning strategies geared to the special requirements of the nonprofit
This very accessible resource from a team of experts in the nonprofit sector adapts basic business concepts to the unique structure and goals of nonprofit organizations. Breaking the planning process into six steps, the book covers it all--from getting ready and articulating the mission to monitoring and adjusting the finished plan.

Strategic Planning for Public and NonProfit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement. John M. Bryson. Wiley, John & Sons. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787967556&TXT=Y&itm=1>

When it was first published more than sixteen years ago, John Bryson's *Strategic Planning for Public and Nonprofit Organizations* introduced a new and thoughtful strategic planning model. Since then it

has become the standard reference in the field. In this completely revised third edition, Bryson updates his perennial bestseller to help today's leaders enhance organizational effectiveness.

Keywords: nonprofit, public administration

Sustaining Innovation: Creating NonProfit and Government Organizations that Innovate Naturally. Paul C. Light, A. Shrader (Editor), Wiley, John & Sons. 1998.

http://www.amazon.com/Sustaining-Innovation-Government-Organizations-Management/dp/0787940984/sr=1-1/qid=1168557435/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Any organization can innovate once. The challenge is to innovate twice, thrice, and more - to make innovation a part of daily good practice. This book shows how nonprofit and government organizations can transform the single, occasional act of innovating into an everyday occurrence by forging a culture of natural innovation. Filled with real success stories and practical lessons learned, *Sustaining Innovation* offers examples of how organizations can take the first step toward innovativeness, advice on how to survive the inevitable mistakes along the way, and tools for keeping the edge once the journey is complete. Light also provides a set of simple suggestions for fitting the lessons to the different management pressures facing the nonprofit sector and government. Unlike in the private sector, where innovation needs only to be profitable to be worth doing, nonprofit and government innovation must be about doing something worthwhile. It must challenge the prevailing wisdom and advance the public good. *Sustaining Innovation* gives nonprofit and government managers a coherent, easily understandable model for making this kind of innovation a natural reality.

Keywords: nonprofit, public administration

The Third America: The Emergence of the Nonprofit Sector in the United States. Michael O'Neill. Jossey-Bass Inc. 1990.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555421652&TXT=Y&itm=71>

Identifies and explores the major nonprofit subsectors and describes the unique concerns, trends, funding issues, policy questions, and historical development of each.

Keywords: nonprofit, public administration

Understanding NonProfit Funding: Managing Revenues in Social Services and Community Development Organizations. Kirsten A. Gronbjerg. Jossey-Bass Inc. 1993.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555425380&itm=72>

In this book, Kirsten A. Gronbjerg analyzes how nonprofit organizations manage their relationships with different funding sources. She examines how social services and community development organizations, in particular, experience their funding relationships - the tradeoffs, advantages, disadvantages, and motivations they encounter and how they survive. *Understanding Nonprofit Funding* provides a comprehensive, detailed analysis of the structure and management of nonprofit funding relations. Gronbjerg examines how nonprofit organizations manage the challenges presented by diverse funding sources and complex organizational environments, drawing on data from in-depth case studies of thirteen nonprofit organizations in social services and community

development. Understanding Nonprofit Funding helps nonprofit managers and their funders understand how resource relationships operate, enabling them to better implement their own goals and collaborate constructively. A milestone in nonprofit sector research, this book offers both scholars and practitioners insights into how nonprofits can manage a complex web of financial resources including donations, government contracts, fees, and fund-raising events. It helps public administrators understand how to work with nonprofits and reveals how different public policy structures affect the operation and management of nonprofit organizations.

Keywords: nonprofit, public administration

Women and Power in the NonProfit Sector. Teresa Jean Odendahl, Michael O'Neill (Editor). Jossey-Bass Inc. 1994.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1555426506&itm=73>

Throughout history, the predominantly female nonprofit work force has made significant contributions to American society. When Jane Addams established Hull House in a Chicago slum at the turn of the century and helped found the social work profession, the nonprofit sector work force - mainly female volunteers - had only limited access to prestige and power. In today's nonprofits, women are found at all levels of the organizational power structure working as executives, board members, managers, staff members, donors, trustees, and volunteers. Elizabeth Dole, for example, directs the multimillion dollar operations of the American Red Cross. But many women workers in the nonprofit sector remain concentrated in the lowest-ranking jobs. This landmark book explores the nature and extent of the power women have and do not have in the voluntary sector. In eleven original chapters, experts from a variety of disciplines such as anthropology, economics, sociology, and history, as well as nonprofit practitioners address topics such as the powerful role the women's movement has played in enhancing the status of women in nonprofits; the effect on the nonprofit sector of women's increasing labor force participation; the influence of gender, race, and social class on women's status in the nonprofit sector; how women in nonprofits use power; and who really holds the reins of power in the nonprofit sector.

Keywords: nonprofit, public administration

Working Across Boundaries: Making Collaboration Work in Government and Nonprofit Organizations. Russell M. Linden. Wiley, John & Sons. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0787964301&TXT=Y&itm=22>

If we are to solve today's complex problems—urban sprawl, drug abuse, low-performing schools, global warming, inadequate transportation, and terrorism—public and nonprofit agencies must be able to cut across agency and professional boundaries and work collaboratively.

Working Across Boundaries is a practical guide for nonprofit and government professionals who want to learn the techniques and strategies of successful collaboration. Written by Russell M. Linden, one of the most widely recognized experts in organizational change, this no nonsense book shows how to make collaboration work in the real world. It offers practitioners a framework for developing collaborative relationships and shows them how to adopt strategies that have proven to be successful with a wide range of organizations. Filled with in-depth case studies—including a particularly challenging case in which police officers and social workers overcome the inherent differences in their cultures to help abused children—the book clearly shows how organizations have dealt with the hard issues of collaboration. *Working Across Boundaries* includes:

- Information on how to select potential partners

- Guidelines for determining what kinds of projects lend themselves to collaboration and which do not; Suggestions on how to avoid common pitfalls of collaboration
- Strategies proven to work consistently;
- The phases most collaborative projects go through, and
- The nature of collaborative leadership.

Working Across Boundaries explores the interpersonal and organizational forces that often inhibit collaboration and offers government and nonprofit leaders the tools to combat those forces. This important resource shows readers how they can create a collaborative culture in their agencies and work across boundaries with others, in order to deal with complex, cross-cutting challenges.

Keywords: nonprofit, public administration

Zondervan 2004 Church and NonProfit Tax and Financial Guide. CPA Dan Busby. Zondervan. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0310254388&itm=30>

The most understandable, easy-to-follow tax guide of its kind--explains complex tax concerns in plain language.

This annual reference guide continues to be one of the few resources offering tax and financial advice to churches and nonprofit organizations. Issues of financial accountability, receiving and maintaining tax-exempt status, accounting for charitable gifts, and other crucial topics receive careful and full discussion.

The 2004 edition also contains a thorough description of tax laws affecting churches and other nonprofit organizations, including changes made in 2003, ensuring compliance with all regulations. This guide is indispensable to church treasurers and anyone else responsible for the financial operation of a nonprofit organization.

This 2004 edition includes:

- Expert advice on handling charitable gifts
- Risk management checklists
- Easy techniques for simplifying financial policies and procedures
- Tried and true steps for reporting financial information
- Key steps in sound compensation planning
- Examples of required IRS filings

Author Biography: Dan Busby is a certified public accountant with a master's degree in business from Emporia State University. He has worked as controller of a university medical center, partner-founder of a CPA firm, and chief financial officer for a religious denomination. He currently serves as the vice-president for member and donor services with the Evangelical Council for Financial Accountability, Washington, D.C.

Keywords: nonprofit, public administration

Public Budgeting and Financial Management

Accounting and Accountability in Public Administration. Brown, R.E., Washington, D.C.: American Society for Public Administration. 1988.

http://www.amazon.com/exec/obidos/tg/detail/-/0936678119/qid=1082139178/sr=1-1/ref=sr_1_1/002-7658654-0096848?v=glance&s=books

This PAR Classic takes an in-depth look at accounting and accountability in the world of public administration today.

Keywords: accountability, government accounting, handbook

Accounting and Budgeting in Public and Nonprofit Organizations; A Manager Guide. Garner, William C. CA: Jossey-Bass Pub. 1991.

<http://www.buy.com/retail/product.asp?sku=33650807&loc=106&sp=1&queryType=&SearchEngine=Inktomi&Type=PI&Keyword=&Category=Books>

Table of Contents

1. The Origins and Purposes of Accounting and Budgeting
2. Accounting and Budgeting Systems in Public and Nonprofit Organizations
3. The First two A's of Budgeting: Approval and Adoption
4. The Third A: Allocation
5. Making a Budgeting System Work
6. Understanding the Language of Accounting
7. Tracking Financial Information: Core Accounting Processes
8. Understanding Financial Statements
9. Integrating Accounting and Budgeting Systems for Better Managerial Control
10. Linking Past, Present, and Future Through Adjustments
11. Conducting Manager Audits and Analysis

Keywords: budgeting, financial management, public administration, textbook

Applied Cost–Benefit Analysis, second edition. Robert J. Brent. Edward Elgar Publishing Ltd, 2007.

https://www.e-elgar.co.uk/Bookentry_main.lasso?id=3477

“The author succeeds in bringing together many interesting real-life applications of CBA in various areas (including among others health, environment and transportation). The examples are well chosen to illustrate the basic issues and show clearly the crucial importance of theoretical and methodological assumptions. Moreover, they are presented in an accessible and attractive way. For those who know already the principles of CBA, these applications are stimulating and enjoyable reading.”

– Erik Schokkaert, Tijdschrift voor Economie en Management

This fully updated new edition continues in the vein of its predecessor by viewing cost–benefit analysis as applied welfare economics, while at the same time building on the earlier framework by extending the theory and providing further applications in each chapter.

Balanced Budgets and American Politics. Savage, James D.,. NY: Cornell University Press. 1988.
http://www.alibris.com/search/search.cfm?S=R&wauth=James+D.+Savage&siteID=PmFI5OICKw4-1rQlxhFc8Ms8ob71_Ke.ug

The ideology of a balanced federal budget has maintained a remarkable hold over American politics. No generation has been free from pitched battles over national debt. In this lively and well-written book, James D. Savage contends that the federal deficit must be understood as a primarily political, not an economic, phenomenon whose symbolism has shaped more than two hundred years of American economic policy.

Keywords: American politics, budget, public administration, public management, textbook

Basic Financial Management. Scott, David, John, Martin D., and Arthur Keown J.,. NJ: Prentice-Hall. 1999.
http://www.pricegrabber.com/search_bkcontrib.php/bkcontrib_id=2027178&mode=inktomibk

Balances a conceptual understanding of the material with rigor in building an understanding of the financial decision making process, rather than just an introduction to the tools and techniques. Building the presentation around the 10 Axioms of Finance as an intuitive framework for understanding "the big picture," the text provides a cohesive and enduring understanding of the tools of modern theory while developing the logic behind their use.

Keywords: financial management, public management, textbook

Budget Theory in the Public Sector. Aman Khan (Editor), W. Bartley Hildreth (Editor) Greenwood Publishing Group 2002
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1567202810&itm=5>

Dominated by multiple, competing, and occasionally overlapping theories, the act of budgeting is by no means a staid, dispiriting task. Kahn, Hildreth and their group of scholars and practitioners show that budgeting is an institutional process, an incremental decision-making tool, and when correctly applied becomes a tribute to managerial and administrative efficiency. Taken together, the chapters provide an unusually coherent conceptual foundation for budgeting as a legitimate field of study, and demonstrate yet again that in its current state the field is truly eclectic but compartmentalized. They also show why it is so difficult to come up with one unified theory of budgeting--and that is one of the book's major benefits. It opens new areas of inquiry that, in the opinion of Khan, Hildreth, and others, will generate renewed interest in probing the field's theory and applications. Understandable and readable for those with limited knowledge of the subject but needing a sufficiently useful grasp of its various issues and problems, the book is both an important reference work for scholars in the field and a practical guide for students of administration, their teachers, and for managers throughout the public sector.

Keywords: Budgeting, public sector

Budgetary Decisions: A Public Choice Approach. Kraan, Dirk-Jan, and Gordon. Tullock NY: Cambridge University Press. 1995.

<http://www.netstoreusa.com/bfbooks/052/0521418712.shtml>

Although budgetary institutions are very diverse, both between and within countries, this text identifies key elements in the budgetary process common to all forms of representative government. It develops a step-by-step model that can be used to explain, predict and analyze budgetary decisions.

Keywords: budgetary decision, public administration, public management, public choice, textbook

Budgeting: A Comparative Theory of Budgetary Processes. Wildavsky, A.,. NJ: Transaction Books. 1986.

http://www.amazon.com/exec/obidos/tg/detail/-/0887386040/qid=1081552132/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books#product-details

In dealing directly with the universe of governmental activity, Wildavsky uses reliable accounts of how budgeting is carried on to capture a great deal of national political life. The focus is explicitly comparative. After developing a general theory of budgeting, he analyzes four rich countries-Britain, France, Japan, and the United States-followed by poor countries, American cities, and American States.

Keywords: budgetary decision processes, public administration, public management, textbook

Budgeting for Modern Government. Donald Axelrod. St. Martin's Press Inc.,. 1995.

http://www.amazon.com/exec/obidos/tg/detail/-/031208417X/qid=1118088104/sr=8-1/ref=pd_csp_1/103-9364801-1672668?v=glance&s=books&n=507846

Details current processes, policies, theories, and controversies of budgeting at all levels of US government in nontechnical language, and highlights several practices in other countries that may be relevant for the US. Examines 15 major reforms designed to improve government's capacity to budget, and uses examples from the real world to illustrate facets of budgeting such as capital budgeting, the link between the budget and economic policy, and the impact of the courts on budget decisions. Includes a glossary. For graduate and advanced undergraduate students.

Keywords: Budgeting, government

Budgeting: Formulation and Execution. Edited by Jack Rabin, W. Bartley Hildreth, and Gerald J. Miller. Carl Vinson Institute of Government, The University of Georgia. 1996.

http://www.amazon.com/exec/obidos/tg/detail/-/0898541816/qid=1118088275/sr=8-1/ref=sr_8_xs_ap_i1_xql14/103-9364801-1672668?v=glance&s=books&n=507846

Exceptionally useful manual for all who deal with local government budget management. This collection of discussions can be used as a basic source on the formulation and execution of the annual budget. This book equally addresses the needs of public administration students, instructors and practicing public financial managers. This easy-to-use guide is presented in two parts: part one focuses on budget development and opens with readings designed to place the process of budgeting in the context of political economy. It also offers a review of budget setting, revenues and expenditures. In the second part, the authors discuss budget execution, cash and debt management, controls (i.e. established accounting procedures), reporting practices, and accountability devices

(auditing). Both parts introduce the reader to the variety of skills, perspectives, and concepts critical to budget management. Very reliable source of information about traditional practices and latest developments in the field of budgeting at affordable price.

Keywords: Budgeting, local government

Budgeting: Profit Planning and Control (Budgeting: Profit Planning and Control), *fifth edition*.

Welsch, Glenn A et al.,. NJ: Prentice Hall, 1988.

<http://www.alibris.com/search/search.cfm?S=R&wauth=Glenn+A.+Welsch&siteID=PmFI5OICKw4-JVLpbHJQ8XRvT4dp6bg.gw>

A classic presentation of both the conceptual knowledge and real world applications of comprehensive profit planning and control. This book features numerous examples, exhibits, integrated planning, control processes and integrates behavioral issues, decisions and models, and quantitative methods throughout.

Keywords: budgeting, public administration, public choice, public management, textbook

Bureaucracy and Public Economics, *second edition*. Niskanen, William A. Jr.,. Vermont: Edward Elgar Publishing Company. 1994.

http://www.amazon.com/exec/obidos/tg/detail/-/0202060403/qid=1081569462/sr=1-2/ref=sr_1_2/104-9017480-0915921?v=glance&s=books

Bureaucracy and Public Economics brings together in one volume the classic book and related articles which put forward the first formal economic theory of the behavior of bureaucracies. William Niskanen, Jr. has consistently argued that bureaucrats have personal objectives - that differ from those of both their political supervisors and the general public - which they further by use of their monopoly power. He develops his argument to contend that government budgets have become too large and should be curtailed.

Keywords: budgeting, public administration, public choice, public economics, public management, textbook

Case Studies in Public Budgeting and Financial Management. Khan, Aman, and W. Bartley Hildreth. CRC Press. 2003.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK2064&parent_id=&pc=

This text displays strategies in system implementation, policy formulation, government accounting, and financial reporting. It clarifies procedures to solve cutback and downsizing dilemmas using theoretical models and manage financial activities under budgetary strain. In order to serve as an effective reference, the book compiles a wide range of case studies and examples to simplify concepts and procedures. Topics of discussion include the political economy of budgeting, budget management practices, budgeting under financial stress, accounting, auditing, and financial reporting, the evolution of a debt management policy and program, and financial management under budgetary stress.

Keywords: government accounting, financial reporting, policy formulation, system implementation

Casebook in Public Budgeting and Financial Management. Carol W. Lewis, A. Grayson Walker. Prentice Hall Professional Technical Reference. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0131154028&TXT=Y&itm=4>

Keywords: budgeting, public administration, public choice, public management, textbook

Controlling Public Expenditure: The Changing Roles of Central Budget Agencies - Better Guardians? John Wanna (Editor), J. de Vries (Editor), Lotte Jensen (Editor). Edward Elgar Publishing. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1843760436&itm=2>

Wanna (politics and public policy, Griffith University, Australia) presents work on the changing nature and role of Central Budget Agencies (CBAs) in ten countries, highlighting a spectrum of different institutional and constitutional contexts. International contributors offer detailed accounts of experiences within their respective CBAs, set against the changing political environment in which they operate. A recurring theme is the agenda-setting role of CBAs. An attempt has been made to incorporate external scholarly analyses with internal practitioner views. Annotation ©2004 Book News, Inc., Portland, OR.

Keywords: budgeting, public expenditure

Core Concepts of Government and Not-for-Profit Accounting. Michael H. Granof and Penelope Wardlow. Wiley, John & Sons, Incorporated. 2002.

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?userid=V56Bc1iB25&pwb=1&ean=9780471218531>

Michael Granof and Penelope Wardlow's new text offers concise, accessible, and highly flexible coverage of the core concepts, practices, and principles of government and not-for-profit accounting. Based on Granof's highly successful *Government and Not-for-Profit Accounting*, this new text identifies the key issues and unique features of government and not-for-profit accounting, and explores the reasons for current accounting standards, including the new financial reporting model for governments (GASB Statement No. 34). The text also explores related financial management issues, sets forth the strengths and limitations of financial reports, and discusses how financial statements may be interpreted and used by a variety of interested parties, such as future managers, bond analysts, and members of legislatures and governing boards.

Features

- Begins with a thorough exploration of the environment and objectives of government and not-for-profit organizations, how they differ from businesses, and how and why the environment and objectives affect the reporting and interpretation of accounting information
- Discusses the reasons for and advantages and limitations of accounting standards throughout the text
- Problems give students the opportunity to gain hands-on experience with recording and reporting accounting information
- Includes a full chapter on financial analysis for governments and not-for-profit organizations.

- Discusses the basic financial statements of Orlando, Florida, one of the first adopters of Statement NO.34
- Orlando's financial report also is available on the internet

Keywords: government and not-for-profit accounting.

Deficit and the Public Interest: The Search for Responsible Budgeting in the 1980s.

Aaron B. Wildavsky. University of California Press. 1992.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0520076508&itm=26>

Political time is counted, not in years, but in issues—the depression defined the political era of the 1930s just as the cold war did the 1950s and civil rights the 1960s. Today the federal budget looms as the dominant issue by which all others are considered and has become a concern which catalyzes debate again and again in our nation's capital. In this definitive new work, Joseph White and Aaron Wildavsky describe and analyze the struggles over taxing and spending from Carter's last year through the Reagan administration. The battle of the budget is largely about how we define the role of the government and its relationship to the people. It is a story of congressional horse trading, partisan posturing, and technical tricks that affect billions of dollars. It is also a story of politicians operating within constraints set by both public opinion and political interpretation of economic reality. Though budgeting has always been important, its impact on the national agenda has grown dramatically in the last decades. Based on extensive interviews with participants and thorough use of documentary sources, this book both explains how budgeting works so the reader can see what is at stake in seemingly arcane disputes and locates budgeting within larger ideological tracks in American society. It also explains the relationship of the budget to media, party and policy activists and explores the ways in which the deficit represents a crisis of self-confidence in the ability of our institutions, preeminently Congress and the presidency. Along the way, it provides a uniquely comprehensive account of the entire budget problem, exploring Gramm-Rudman, tax reform, and the continuing stalemate around this issue. *The Deficit and the Public Interest* offers a wide-ranging "solution" to the deficit that encompasses several ideas: the authors demonstrate that institutions have performed better than their members and critics believe, and that extreme solutions would likely be much worse than the original problems. Further, they redefine the problem as one of reducing interest costs so the deficit becomes manageable, and they proffer political advice on how to make this approach politically acceptable, both at home and abroad. This meticulously researched work provides an invaluable journey through the last decade of American politics. In its theoretical depth and incisive new approach to policymaking, *The Deficit and the Public Interest* is a fundamentally new understanding of the place of the federal government in American society.

Deficit Politics: Public Budgeting in Its Institutional and Historical Context.

Donald F. Kettl, Bruce Nichols (Editor). Macmillan Publishing Company. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0023635703&TXT=Y&itm=28>

Keywords: public budgeting, politics

Essence of Financial Management. Middleton, David R.,. NJ: Prentice-Hall. 1995.
<http://www.worldcatlibraries.org/wcpa/ow/93fd4acb48ff43baa19afeb4da09e526.html>

This book concisely presents all the financial management a non-financial manager needs to know. It helps non-financial managers understand the financial objectives of a business, the environment in which the business operates, and fundamental accounting concepts such as the balance sheet, P&L statement and return on investment. Readers gain a grounding in the problems financial managers wrestle with every day: time, uncertainty, liquidity, inflation, tax planning, and other critical issues.

Keywords: budgeting, public administration, public choice, public management, textbook

Evolving Theories of Public Budgeting. John R. Bartley (Editor). Jay White Elsevier Science & Technology Books. 2001.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0762307900&itm=10>

Keywords: budgetary theory, public budgeting

Expansion of Publicly Funded Health Insurance in the United States: The Children's Health Insurance Program (CHIPs) and Its Implications. Jennie Jacobs Kronenfeld. Lexington Books. 2006.
<http://www.lexingtonbooks.com/Catalog/SingleBook.shtml?command=Search&db=^DB/CATALOG.d&eqSKUdata=0739108298>

Expansion of Publicly Funded Health Insurance in the United States introduces the issues, policies, and future concerns of health care within the United States to scholars of social sciences. Through research and outreach projects with the Child Health Insurance Program, Jennie Jacobs Kronenfeld expresses concerns with the United States health care system with a focus on government regulations in conjunction with the health care of children and less affluent Americans. By looking at the precision in which the Child Health Insurance Program performed and examining case studies, Kronenfeld is able to parallel government policies with regard to health insurance to the attack on the World Trade Center in 2001. This engaging volume is well suited to courses involving the study of social issues and the American government.

Keywords: public budgeting

Financial and Accounting Guide for Non-Profit Organizations. Gross, Malvern, and Richard Larkin. ed.,. NY: John Wiley & Sons. 1999.
http://www.amazon.com/exec/obidos/tg/detail/-/0471380393/qid=1081569562/sr=1-2/ref=sr_1_2/104-9017480-0915921?v=glance&s=books

Provides detailed help on tax form preparation. Systematically presents compliance requirements for each state, as well as a description of reporting rules applicable to recipients of government grants. DLC: Nonprofit organizations--Accounting.
<http://catalog.wiley.com/title.cgi?isbn=0471298832>

Keywords: budgeting, financial management, public administration, public management, textbook

Financial Management: Principles and Practice: Study Guide and Workbook. Gallagher, Andrew, and Andrew Joseph. NJ: Prentice-Hall, 1998.
<http://vig.prenhall.com/acadbookpage?ISBN=0130151033>

Academically balanced with a practical perspective, this text presents the latest in financial theory with a strong real world connection. The style of the text is lighthearted, yet the writing and content is concise, clear and easy to understand. The text takes a true valuation approach by focusing on what creates value, what destroys it, and explores the relationship between value and risk.

Keywords: budgeting, financial management, public administration, public management, textbook

Financial Management in the Public Sector: Tools, Applications, and Cases. XiaoHu Wang. M.E. Sharpe Inc. 2006.
<http://www.mesharpe.com/mall/resultsanew.asp?Title=Financial+Management+in+the+Public+Sector%3A+Tools%2C+Applications%2C+and+Cases>

Thoroughly classroom tested, this comprehensive text provides a step-by-step guide to how to use financial management and budgeting tools in the public sector. The book features a practical, case study approach and includes numerous exercises and examples. It is designed as a core text for instructors who want to introduce students to hands-on tools and techniques in courses on Public Financial Management or Public Budgeting.

The book covers all the cornerstone topics in the discipline, including Financial Planning, Financial Implementation, and Financial Reporting and Analysis. Each chapter is carefully structured as a self-contained learning module, and includes learning objectives, key concepts, easy-to-use Excel spreadsheet models, a case study, and detailed exercises with answers provided in an appendix.

Keywords: budgeting, financial management, public administration, public management

Financial Planning and Management in Public Organizations. Alan W. Steiss and Emeka O. Nwagwu, CRC Press. 2001.
http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK1824&parent_id=&pc=

This work focuses on the theory and practice of financial management in public organizations and local government, highlighting the planning, analysis, and control skills necessary to navigate a future of change in technology, society, politics and economics. It details three fundamental areas of responsibility in the annual financial management cycle - cash management, financial planning, and management control. The authors discuss the financial planning-control continuum, cash management and investment strategies, and techniques of financial and managerial cost accounting to assist financial managers and public administrators in their daily efforts to promote more efficient and effective use of financial resources.

Keywords: financial planning and management, handbook, public organizations

Financing Government in a Federal System. George F. Break. Washington DC: Brooking institute. 1980.
http://www.amazon.com/Financing-Government-Federal-Studies-Finance/dp/0815710674/sr=8-1/qid=1168872447/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

Keywords: government finance, public administration, public management, textbook

Fiscal Administration, *fourth edition*. John L. Mikesell. Wadsworth Publishing Co., 1995.

http://www.thomsonedu.com/thomsonedu/student.do?page=home&dispnum=null&keyfor=allsite&keyitem=all&keyword=Fiscal%20Administration&keytype=searchall&resultfor=higheredu&resulttype=student&pagefrom=search&disciplinenumber=20&product_isbn=0495007404&contextelement=http://www.thomsonedu.com/thomsonedu

As did the earlier editions, this volume sticks to two distinguishing principles. First, a public affairs student must have an idea of where the money comes from, not just sort of, but really. As an earlier preface observed, "If armies move on their stomachs, then certainly governments crawl on their purses!" That is no less true for the 1990s than it was for the 1980s; those lacking an understanding of revenue options, systems, and policies will miss out on much of the fun. The second principle is that learning public financial administration and budgeting requires running the numbers. Most questions and exercises at the end of the chapters are not speculative in nature but require the student to develop an intimate relationship with pencil and paper, calculator, or computer. That emphasis is absolutely intentional.

Keywords: budgeting, fiscal management, public administration, public management, textbook

Fundamentals of Financial Management. Eugene F. Brigham and Houston F. Joel. HBJ College and School Division, 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0815710674/qid=1081569714/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

Keywords: budgeting, financial management, public administration, public management, textbook

Governmental and Nonprofit Accounting: Theory and Practice, *sixth edition*. Robert J. Freeman, Craig D. Shoulders, and Lynn S. Edward. N.J.: Prentice-Hall. 1999.

http://www.amazon.com/Governmental-Nonprofit-Accounting-Practice-Horngren/dp/0131851292/sr=1-1/qid=1168872197/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

Governmental and Nonprofit Accounting, sixth edition provides a better balance between theory and practice than other texts, with the most up-to-date coverage. It provides students with a thorough basis for understanding the logic for and nature of all of the funds and account groups of a government, with a unique approach that enables students to grasp the entire accounting and reporting framework for a government before focusing on specific individual fund types and account groups.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

A Guide to Benefit-Cost Analysis, Second Edition. Edward M. Gramlich. Waveland Press, Inc. n.d.

<http://www.waveland.com/Titles/Gramlich.htm>

Now available from Waveland Press at a special low price, this highly regarded edition updates Gramlich's previous work with new material and real-world examples—including acid rain, minimum wages, public employment, matching grants, national defense, and so on—drawn from his Congressional Budget Office experience. It effectively shows how the logic of benefit-cost analysis can be applied to a wide range of policy measures and translates the technical debates of

economists. A very solid, student-friendly but academically sound text for introducing undergraduates and graduate students to public policy analysis.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management

Handbook of Budgeting, *fourth edition*. Rachlin, Robert (ed). N.Y.: John Wiley & Sons. 1998.
http://www.amazon.com/Handbook-Budgeting-William-R-Lalli/dp/0471268720/sr=1-1/qid=1168872152/ref=pd_bbs_1/102-5538563-7067303?ie=UTF8&s=books

Without clearly outlined budgets, corporations are unable to predict profits or losses or create plans for the future. This handbook shows controllers and budget directors how to create any style of budget, from the traditional approach to the cutting-edge, activity-based approach. No other management tool provides the operational direction that a well-planned budget does, and no other book provides such a complete guide to preparation, presentation, analysis, and effective use.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

Handbook of Comparative Public Budgeting and Financial Management. Thomas Dexter Lynch (Editor), Lawrence L. Martin (Editor). Marcel Dekker. 1992.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0824787730&itm=2>

Keywords: public budgeting, financial management

Handbook of Debt Management. G.J. Miller. Marcel Dekker. 1996.
http://www.amazon.com/exec/obidos/tg/detail/-/0824793889/qid=1082142503/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This invaluable resource furnishes a comprehensive analysis of securities offered for sale by municipalities, states, and the Federal Government - examining in detail various methods of debt management used in the United States and assessing the historic development of U.S. government debt management as well as the relationship of debt to the economy. Providing a fundamental understanding of municipal and treasury markets, the Handbook of Debt Management discusses current laws regarding municipal bonds...evaluates the economic choice between debt and taxes and the tax-exempt status of municipal bond owners...thoroughly describes capital budgeting, including state and local government practices...gives up-to-date guidance on developing governmental and intergovernmental debt policies...compares pay-as-you-go with debt financing for capital projects...explains the U.S. Internal Revenue Service regulations on arbitrage in state and local government debt proceeds investment...supplies a technical perspective on U.S. Treasury auctions...and much more

Keywords: debt management, handbook, public finance

Handbook of Economic Development. K. T. Liou. Marcel Dekker. 1998.
http://www.amazon.com/exec/obidos/tg/detail/-/082470181X/qid=1082142532/sr=1-6/ref=sr_1_6/102-1404922-2673704?v=glance&s=books

Describes recent experiences in developed, developing, newly industrialized, & economic transforming countries. Examines the role of government in economic advances & reform, provides a complete, up-to-date survey of the literature on local and national economic development.

Keywords: administrative development, economics, economic development handbook

Handbook of Government Budgeting. Roy T. Meyers, editor. CA: Jossey-Bass Publisher. 1998.
http://www.amazon.com/Handbook-Government-Budgeting-Nonprofit-Management/dp/0787942928/sr=8-1/qid=1168872102/ref=pd_bbs_sr_1/102-5538563-7067303?ie=UTF8&s=books

In this comprehensive reference, Roy T. Meyers provides an invaluable tool for anyone who wants to learn how the government budgeting process works, where it doesn't work, and how it can be improved. Covering everything from current basic processes to the uncertain future of budgeting, *Handbook of Government Budgeting* is the definitive resource for anyone interested in the ways governments acquire and spend money.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

Handbook of Governmental Accounting and Finance., N.G. Apostolou, D. Larry Crumbley. John Wiley & Sons. 1992.
http://www.amazon.com/exec/obidos/tg/detail/-/0471552283/qid=1082153449/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The second edition of the handbook (first was in 1988) provides information and ideas to improve governmental accounting and financial management practices in an era of budgeting constraints. The 41 wide-ranging chapters provide numerous suggestions to assist government officials in monitoring and improving their finances. Divided into five parts: overview; government accounting practices; financial management; municipal financial management; and resources, evaluation methods, taxation, forecasts.

Keywords: Accounting, finance, government accounting, government finance, handbook

Handbook of Public Budgeting. Jack Rabin. Marcel Dekker. 1992.
http://www.amazon.com/exec/obidos/tg/detail/-/0824785924/qid=1082301410/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The Handbook is organized around two major themes: the budget process and budgeting fundamentals. Each chapter is a bibliographical treatise providing an in-depth overview of a major subfield of the discipline. The first section of the volume, on the budget process, presents background theories, history, and ideas which serve as foundations for the area. The second section, on budgeting fundamentals, concentrates on basic applications, such as expenditure and revenue forecasting, accounting and auditing, and taxation. Finally, seven appendices present documents

written by the US Government Accounting Office, the Federal Reserve Bank, and the Congressional Budget Office.

Keywords: handbook, public budgeting, public finance

Handbook on Public Budgeting and Financial Management (Public Administration and Public Policy). Jack Rabin (Editor), Thomas D. Lynch (Editor). Elsevier Science & Technology Books. 1983. http://www.amazon.com/exec/obidos/tg/detail/-/0824712536/qid=1082301440/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Handbook on Public Budgeting and Financial Management offers a comprehensive, single-volume source of up-to-date information at your fingertips. Each chapter in this outstanding guide-written by 25 leading authorities in the field provides complete coverage of specific topic, facilitating quick, sound, day-to-day judgments. This encyclopedic monograph presents in-depth essays describing all the methods and procedures of budgeting and finance, as well as philosophical approaches to, and arguments on, subjects discussed.

Keywords: handbook, public budgeting

Handbook of Public Economics: Vol. III (Handbooks in Economics). A.J. Auerbach and M. Feldstein. North-Holland. 2002. <http://www.amazon.co.uk/exec/obidos/ASIN/044482314X/026-1420070-2209222>

The field of public economics has been changing rapidly in recent years, and the 18 chapters contained in volumes three and four of this handbook, survey many of the new developments. As a field, public economics is defined by its objectives rather than its techniques and much of what is new is the application of modern methods of economic theory and econometrics to problems that have been addressed by economists for over 200 years. More generally the discussion of public finance issues also involves elements of political science, finance and philosophy. These connections are evidence in several of the chapters that follow. Public economics is the positive and normative study of government's effect on the economy. This volume attempts to explain why the government behaves as it does, how its behavior influences the behavior of private firms and households, and what the welfare effects of such changes in behavior are.

Keywords: handbook, public economics

Handbook of Public Finance. M. T. Green, and F. Thompson, Marcel Dekker. 1998. http://www.amazon.com/exec/obidos/tg/detail/-/0824701348/qid=1082301643/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This reference/text demonstrates the utility of integrating public finance theory with actual public policy practices - featuring unique emphases on and approaches to issues such as government spending, reporting, pricing, and fiscal federalism. Discussing applications in major subfields of public finance, including public education, environmental regulation, energy policy, social welfare programs, and local and state politics, the *Handbook of Public Finance* furnishes edifying surveys on normative public finance...institutional design...tax burden analysis...cost-benefit analysis...governmental accounting...the budgeting process...tax administration...innovative public goods pricing models...and more. Helpfully supplemented with more than 1500 bibliographic citations, tables, and drawings, the *Handbook of Public Finance* is a reference for public policy, budget, and financial analysts at local, state, and federal levels; city managers; economists; public

administrators; political scientists; and directors of finance and operations; as well as a readily accessible text for graduate-level students taking courses in public finance, cost-benefit analysis, environmental policy, education policy, governmental accounting, regulation, public policy analysis, and budgeting.

Keywords: handbook, public administration, public finance

Handbook of Public Sector Economics. Robbins, Donijo. CRC Press Online. 2005.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK3644&pc=conventions/default.asp?m%3D4%26y%3D2005

Handbook of Public Sector Economics contributes to the use and understanding of public economics and its role in public administration, public policy, and decision-making. The handbook explores the emerging and heavily-debated issues important to practitioners. It introduces a wide array of current issues surrounding public provision and production of goods and services, discussing topics such as public economics, fiscal doctrine, and the role of democracy and bureaucracy in an economic framework. It focuses on the theory of public goods and addresses the collection and distribution of government resources. The book concludes with five chapters that discuss market reactions to fiscal policies.

Keywords: handbook, public sector economics

Handbook on Taxation (Public Administration and Public Policy, 72). W. Bartley Hildreth (Editor). Marcel Dekker. 1998.

http://www.amazon.com/exec/obidos/tq/detail/-/0824701976/qid=1082302450/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A comprehensive reference reviewing tax policy from political, legal, constitutional, administrative, and economic perspectives. Material is organized in sections on foundations and general principles, state and local tax policy, federal tax policy, tax administration, international tax comparisons, and federal, state, and local overlap. Specific subjects include state and local tax reform, environmental taxes, corporate income tax, replacing the federal income tax with a consumption tax, and tax systems in transition economies. Useful for public administrators and managers, public policy specialists, political scientists, public finance economists, tax accountants and lawyers, and advanced students.

Keywords: handbook, public finance, public budgeting, taxation

Intergovernmental Fiscal Relations in the United States. George F. Break. Washington D.C: Brooking Institute. 1967.

http://www.amazon.com/Intergovernmental-Fiscal-Relations-United-States/dp/B000L3WUZE/sr=1-1/qid=1168871909/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

New Directions in Budget Theory. Irene S. Rubin. NY: State University of New York Press. 1988.
http://www.amazon.com/Directions-Budget-Theory-Public-Administration/dp/0887066240/sr=1-1/qid=1168871841/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

This collection is the first book-length work in many years to provide new theoretical direction to budget theory. Written by several of the most respected people in budgeting, including Allen Schick, Naomi Caiden, and Lance LeLoup, it explores such current topics as the scope of budgeting, the degree and source of variation in budgeting, and changes in budgeting process over time.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

Performance Based Budgeting. Edited by Gerald J. Miller, W. Bartley Hildreth, and Jack Rabin. Westview Press. 2001.
http://www.amazon.com/exec/obidos/ASIN/081339774X/ref=ase_interactiveda162-20/103-9364801-1672668

Classics of Public Budgeting is the next volume in the ASPA Classics series. It covers the most influential, paramount research articles published on public budgeting and finance. The book will surely be of great interest and use to anyone concerned with public budgeting, and anyone enrolled in, or teaching, a course on this topic in an MPA program.

Keywords: Budgeting, performance

Perspective on Budgeting, second edition. A. Schick. Washington, D.C.: American Society for Public Administration. 1987.
http://www.amazon.com/exec/obidos/tq/detail/-/0936678097/qid=1082303004/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This collection of articles from the Public Administration Review offers a timely update of budgeting as an administrative process.

Keywords: administrative process, handbook, public budgeting

Policy and Politics in State Budgeting. Kurt M. Thurmaier and Katherine G. Willoughby. M. E. Sharpe. 2001.
<http://www.mesharpe.com/mall/resultsa.asp?Title=Policy+and+Politics+in+State+Budgeting>

States are the key to contemporary government reform efforts in the United States, but we know very little about their relative effectiveness at resource allocation and their actual capacity to absorb additional fiscal and managerial responsibilities.

This path-breaking study examines state budget offices as institutional actors, with special attention to the role of budget examiners. Drawing on empirical findings from field studies of eleven states in the American heartland, the authors demonstrate how budgeting at the state level has become more policy-oriented, requiring more complex decision making by budget analysts. The incrementalist model of budgetary decision making thus gives way to a multiple rationalities model.

The book includes a comprehensive bibliography of historical and modern writings on state budgeting operations, activities, and decision making; state budgeting cycles; and the state-level policy-development process.

Selected Contents:

- Chapter 1. Introduction
- Chapter 2. The State Budget Office and the Budget Problem
- Chapter 3. Budget Rationalities: Effectiveness Decisions
- Chapter 4. Budget Rationalities: Efficiency Decisions
- Chapter 5. Budget Office Orientations and Decision Contexts
- Chapter 6. The Anatomy of a Policy Oriented Budget Recommendation
- Chapter 7. The Anatomy of a Control Oriented Budget Recommendation
- Chapter 8. Changing Roles: From Guarding the Purse to Guarding the Policy
- Chapter 9. Conclusion

Keywords: policy and politics, state budgeting

Practical Government Budgeting: A Workbook for Public Managers. Susan L. Riley, Peter W. Colby. State University of New York Press. 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0791403920&TXT=Y&itm=17>

Descriptions, instructions, and exercise to help practitioners and students master the practicalities of government budgeting. Plastic comb-binding. Annotation c. Book News, Inc., Portland, OR. (booknews.com)

Keywords: public budgeting

Public Budgeting. David C. Nice. Thomson Learning. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0495063185&TXT=Y&itm=8>

The author's primary emphasis is on the national budgeting process, with additional coverage of state and local processes. His goal is to bridge the gap between public budgeting and public finance/financial administration.

Keywords: public budgeting

Public Budgeting and Finance. Robert T. Golembiewski and Jack Rabin. Dekker. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0824793897/qid=1082305882/sr=1-2/ref=sr_1_2/102-1404922-2673704?v=glance&s=books

Organizing data about budgeting and finance under nine headings historical, conceptual, institutional, economic, strategic, administrative, behavioral, organizational, and technical perspectives.

Keywords: handbook, public budgeting, public finance

Public Budgeting and Financial Management in the Federal Government. Jerry McCaffery (Editor), L. R. Jones (Editor). CT: Information Age Publishing Incorporated. 2001.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=1931576130&itm=6>

Many books start out as grand designs and have to be narrowed to something more manageable, but here a plan for a simple textbook for a course at the Naval Postgraduate School has expanded into a general reference. It looks at the processes of both the executive and Congress and the relationships between the two, from managerial and political perspectives. Annotation c. Book News, Inc., Portland, OR (booknews.com) Keywords: public budgeting, financial management

Keywords: handbook, public budgeting, public finance

Public Budgeting in America Thomas Dexter Lynch, Robert W. Smith Prentice Hall 2003
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0130979937&TXT=Y&itm=3>

The most comprehensive and accurate treatment of the public budgeting process on the market, this book offers a thorough treatment of the entire subject, with an emphasis on state budgets. *Public Budgeting in America*, is user-friendly, with a no-nonsense approach that offers readers a solid theoretical treatment of key constructs that underlie public budgeting in America. It includes case scenarios, practical examples, and instructional exhibits of working budget documents and analysis, as well as supporting data to demonstrate key concepts. Topics include: budget formats and preparation; modern budgeting; budget behavior; applied analysis; processing; operating budgets and accounting; capital budgeting and debt administration; revenue systems; and internal service functions. For individuals employed in the fields of public budgeting, financial management, and public finance.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

Public Budgeting in the United States: The Cultural and Ideological Setting. Steven G. Koven. Georgetown University Press. 1999.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0878407383&itm=14>

Budgeting has long been considered rational a process using neutral tools of financial management, but this outlook fails to consider the outside influences on leaders' behavior. Steven G. Koven shows that political culture (moralistic, traditionalistic, individualistic) and ideological orientations (liberal vs. conservative) are at least as important as financial tools in shaping budgets.

Koven examines budget formation at the national, state, and local levels to demonstrate the strong influence of attitudes about how public money should be generated and spent. In addition to statistical data, the book includes recent case studies: the 1997 budget agreement; Governor George W. Bush's use of the budget process to advance a conservative policy agenda in the state of Texas; and Mayor Marion Barry's abuses of power in Washington, D.C. Koven demonstrates that administrative principles are at best an incomplete guide for public officials and that budgeters must learn to interpret signals from the political environment.

Keywords: budgeting, financial management, politics

Public Budgeting Laboratory. Jack Rabin, W. Bartley Hildreth, and Gerald J. Miller. Carl Vinson Institute of Government.

<http://www.cviog.uga.edu/store/itemlist.php?type=bnr>

The single most important policy document of any governmental jurisdiction is the annual operating budget. Traditionally, workshops and classrooms provided little opportunity for future "budgeteers" to experience budgeting successes and failures. The *Public Budgeting Laboratory* is designed to provide the knowledge and practical experience necessary for competency in budget preparation.

The *Public Budgeting Laboratory* allows participants to experience budgeting in a simulated environment. Participants learn how to analyze data relevant to budget decisions, including revenue forecasting, expenditure estimation, and budget balancing. The *Laboratory* requires both individual and collective work and fosters behavioral insights—crucial to those having to work with others on important tasks.

The *Laboratory* received extensive testing in graduate, undergraduate, and workshop applications. As a self-contained learning package, it provides step-by-step guides on developing a budget, a data supplement with five years of extensive revenue and expenditure records, and an anthology on budget formulation and execution. In addition, an instructor's manual provides suggestions on how to conduct the laboratory.

Public Budgeting Systems

Robert D. Lee, Ronald W. Johnson Jones & Bartlett Publishers 2003

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0763731293&TXT=Y&itm=1>

Students using this text will gain a first-rate understanding of methods by which financial decisions are reached within a system, and how different types of information are used in budgetary decision-making.

This is the new edition of a text which surveys methods of public budgeting in use in the United States at all levels of government. Separate sections deal with the processes of budget preparation, approval, and execution. Final chapters deal with the special topics of government personnel and pensions, intergovernmental relations, and the federal government's role in managing the economy. Annotation ©2003 Book News, Inc., Portland, OR.

Keywords: Public Budgeting

Public Finance. Harvey S. Rosen. McGraw Hill. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0072374055/qid=1118155339/sr=8-1/ref=pd_csp_1/103-9364801-1672668?v=glance&s=books&n=507846

This text on public finance for undergraduates and for public administration graduate programs describes the institutional and legal settings of finance and emphasizes the links between economic analysis and current political issues. Chapters provide an overview of government's role in the economy, and explore tools for positive and normative analysis, tax analysis, and the US revenue system. The appendix discusses basic microeconomics. This fourth edition includes new chapters on health care issues and revised material on taxation. Annotation copyright Book News, Inc. Portland, Or.--*This text refers to an out of print or unavailable edition of this title.*

Keywords: public finance

Public Finance Administration, *second edition*. B.J.J. Reed and John W. Swain. Sage Publications. 1996.

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?userid=V56Bc1iB25&pwb=1&ean=9780803974050>

A unique, clearly written, and logically organized volume, *Public Finance Administration*, second edition provides a comprehensive focus on the management of public funds. Ideal for the nonexpert with a public administration background, this easy-to-read new edition is updated in content and examples. Authors B. J. Reed and John W. Swain begin with a broad introduction to public finance administration, including its relationship to public budgeting, the practice of public sector accounting, and the economic concepts of money and value. Next, they cover revenues and expenditures, including how they are administered and the importance of forecasting and cost analysis. Later chapters deal with such technical areas as managing cash flow, investment, debts, risk purchasing, capital budgets, and the financial components of human resource management. Filling a need for courses in public finance administration, this volume provides a public administration based approach to the subject with a highly practical orientation.

Keywords: public administration, public finance

Public Finance and Public Choice. John Cullis, Philip Jones. Oxford University Press. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0198775792&TXT=Y&itm=7>

This clear text offers a complete course in the economics of the public sector. It will be an indispensable text for students studying public economics, and also for students taking technical public policy or public administration courses.

Keywords: public administration, public finance, public choice

Public Finance: A Public Choice Approach. Randall G. Holcombe. Prentice Hall. 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0131450425&itm=1>

Keywords; public choice, public finance

Strategic Public Finance. Stephen J. Bailey. Palgrave Macmillan. 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=V56Bc1iB25&isbn=0333922204&itm=13>

Strategic Public Finance is not a conventional treatment of public finance in that it requires no knowledge of economics. It is suitable for multidisciplinary undergraduate and taught postgraduate degree programs focusing on social policy, social sciences, the welfare state, public administration, politics and public policy. It is especially suitable for Master of Business Administration (MBA) programs. Its focus being on strategic issues in public finance, the book covers the main alternative political philosophies underpinning public finance, the theoretical impact of collective choices and public finance on property rights, its relative scale in developed countries, spending and raising public finance, potential beneficial and adverse effects of public finance, structural gaps, strategic local public finance, potential use of vouchers to distribute public finance and a strategy for public

finance. The comparative analysis of time-series data relating to all OECD countries outlines the present and future challenges for this topical area of finance.

Keywords: public administration, public finance

The New Politics of the Budgetary Process, *fourth edition*. A. Wildavsky. Boston: Little & Brown. 1988.

<http://www.alibris.com/search/search.cfm?S=R&wauth=Aaron+Wildavsky&siteID=PmFI5OICKw4-emp9Z2q9kDclVD.hWi4ERg>

The New Politics of the Budgetary Process, *fourth edition* explores of how federal budget decisions are made and how formal budget institutions and processes are interwoven with political dynamics. The book explains how the federal budget process has evolved and analyzes recent developments in key areas: entitlements, defense, deficit/surplus and reforms. For those interested in politics and public administration, as well as anyone who seeks to understand a decision-making process that affects the lives of virtually all Americans.

Keywords: budgeting, fiscal management, governmental accounting, nonprofit management, public administration, public management, textbook

The Politics of Public Budgeting. Irene Rubin. Chatham House Pub. 2000.

http://www.amazon.com/exec/obidos/tq/detail/-/1889119423/qid=1118155503/sr=8-1/ref=sr_8_xs_ap_i1_xql14/103-9364801-1672668?v=glance&s=books&n=507846

Those of you who read Aaron Wildavsky's (1979) "Politics of the Budgetary Process" know the big debate over public budgeting between those who believe public budgeting process is politically incremental and, therefore, who focus mainly on the individual actors and their strategies, and those who propose a more comprehensive and global outlook that focus on dynamics in the larger environment, which subsequently affect and shape how individual actors behave and respond to episodes. Rather than approaching public budgeting from the narrow perspective of incremental view of public budgeting, which sees budgeting as negotiations among a group of routine actors, bureaucrats, budget officials, chief executives, and legislators, who meet each year and bargain to resolution, in "The Politics of Public Budgeting" Rubin (2000) develops what she calls "real-time budgeting" perspective, which refers to the continual adjustment of decisions in each stream to decisions and information coming from other streams and from the environment.

Keywords: politics, public budgeting

Today's Essentials of Government and Not-for-Profit Accounting & Reporting. Susan W. Martin and Ellen N. West. South Western. 2001.

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?userid=V56Bc1iB25&pwb=1&ean=9780324111644>

The textbook is designed to introduce readers to the accounting procedures and financial reporting of nonprofit entities (i.e., state and local governments), voluntary health and welfare organizations, hospitals and other health care providers, private and public colleges and universities, and other not-for-profit organizations. It is based on the latest official pronouncements and interpretations of the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB), as well as the industry audit guides issued by the American Institute of Certified Public

Accountants (AICPA) and Governmental Accounting, Auditing, and Financial Reporting (a.k.a., "The Blue Book") published by the Government Finance Officers Association.

Keywords: government accounting, public administration

Wiley Not-for-Profit GAAP 2007: Interpretation and Application of Generally Accepted Accounting Principles. Richard F. Larkin and Marie DiTommaso. John Wiley and Sons, Inc., 2007. <http://www.wiley.com/WileyCDA/WileyTitle/productCd-0471798258.html>

The most comprehensive, easy-to-use guide to the accounting and financial reporting principles used by not-for-profit organizations.

Wiley Not-for-Profit GAAP 2007 is written with the needs of the financial statement preparer, user, and attester in mind. Completely updated, it provides a complete review of the authoritative accounting literature that impacts all types of not-for-profit organizations and features many examples and illustrations that will assist readers in applying authoritative literature to real-life situations.

Public Bureaucracy and Public Organization

Administrative Behavior: A Study of Decision-making Processes in Administrative Organizations, fourth edition. H. A. Simon. N.Y.: Free Press. 1997. http://www.Simonsays.com/book/default_book.cfm?isbn=0684835827

In this fourth edition of his ground-breaking work, Herbert A. Simon applies his pioneering theory of human choice and administrative decision-making to concrete organizational problems. To commemorate the fiftieth anniversary of the book's original publication, Professor Simon enhances his timeless observations on the human decision-making process with commentaries examining new facets of organizational behavior. Investigating the impact of changing social values and modern technology on the operation of organizations, the new ideas featured in this revised edition update a book that has become a worldwide classic.

Keywords: public administration, public affairs, textbook

The Administrative State, second edition. D. Waldo. NY: Holmes and Meier. 1955. <http://www.worldcatlibraries.org/wcpa/ow/5840c4dbb0f945fa.html>

The Administrative State remains a valuable work, relevant to the study of public administration in the 1980s. Professor Waldo focuses on such issues as the relationship between public administration and socio-political ideals; the separation of powers in American government; scientific management.

Keywords: public administration, public affairs, textbook

The American Bureaucracy: The Core of Modern Government, *third edition*. Stillman II, Richard. Wadsworth Publishing. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0534614205/qid=1119924225/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

The American Bureaucracy is well known and widely respected for presenting a fair, balanced, and concise treatment of the U.S. Bureaucracy. Its never-cynical approach to the history, trends, and future of the American Bureaucracy has won it very high regard. Thorough attention is given to the study of how the government works to provide a multitude of services and protection to the American people, and current literature, charts, and data are incorporated and synthesized into the text.

Keywords: bureaucracy, public administration, government organization

American Government: Power and Purpose, *eighth edition*. Theodore Lowi, Benjamin Ginsberg, and Kenneth A. Shepsle. NY: W. W. Norton & Company. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/0393977072/qid=1119924446/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Since its initial publication in 1990, American Government has set the standard for American government texts with its distinctive historical and institutional approach. The seventh edition raises the bar yet again with the addition of new co-author Kenneth A. Shepsle and a thorough renewal of the text. New to the Seventh Edition are increased attention to the analytic narrative; emphasis on fundamental, underlying principles of politics; and a critical examination of institutional reform. With meaningful pedagogy throughout the text and an outstanding multimedia instructional package, American Government leads students to analyze the core principles of politics and to understand how these principles influence American political development. Available with chapters on policy (Full Version, Seventh Edition) and without (Core Seventh Edition).

Keywords: Government, bureaucracy, power politics.

American Government Readings and Cases, *fifteenth edition*. Woll, Peter. Longman, 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0321129776/qid=1119924688/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

The fifteenth edition of this reader continues to provide a balance of classic and current readings and cases that illustrate important concepts in American government. Preceding each set of readings is an in-depth yet accessible analysis of issues raised in the readings, designed to foster students' critical thinking. For this edition, there is a new section on presidential prerogative powers concerning military tribunals, a new anti-Federalist paper, and a 2003 Supreme Court decision. The book can be used as an ancillary or a core text. Woll is affiliated with Brandeis University.

Keywords: government, power and public organization

Approaches to Organizing. R. T. Golembiewski. Washington, D.C.: American Society for Public Administration. 1981.

http://www.amazon.com/exec/obidos/tg/detail/-/0936678038/qid=1082140109/sr=1-3/ref=sr_1_3/102-1404922-2673704?v=glance&s=books

This book combines important articles from the *Public Administration Review* on organizing in three sections: 1) Perspectives on the Act of Organizing: Four Views from the Inside-Out and Outside-In; 2)

Considerations in Designing the Enterprise: Five Guiding Foci; and 3) Dynamics of Organizations in Life: Seven Ways of Responding to Experience and Guiding it.

Keywords: approaches to organization, handbook, organization theory and practice

Banishing Bureaucracy: The Five Strategies for Reinventing Government. David Osborne, and Peter Plastrik. Addison Wesley Publishing Company. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0201626322/qid=1119924893/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

David Osborne's 1992 bestseller, *Reinventing Government*, was a landmark book that identified ten principles for creating a more efficient government. This essential sequel goes one step further, focusing on strategic levers for changing public systems and organizations on a permanent basis to achieve dynamic increases in effectiveness, efficiency, adaptability, and capacity to innovate. In an age of disillusionment with public service, *Banishing Bureaucracy* offers inspiring stories of organizations that really work and provides specific recipes for effective change. Here is a road map by which reinventors can actually make "reinvention" work. David Osborne, recognized as the pre-eminent public sector reformer, has an intensive speaking schedule throughout the country. Named one of the Best Business Books of 1997 by Soundview Executive Book Summaries. Over 200,000 copies of *Reinventing Government* sold in Plume, with backlist pace of 10,000 per year. *Reinventing Government* was hailed by *Business Week* as "the new gospel of government," and was embraced by the Clinton-Gore administration as their blueprint for streamlining government.

Keywords: reinventing government, bureaucracy, government reform

Becoming A Master Manager: A Competency Framework, third edition. Robert E. Quinn, Sue R. Faerman, Michael P. Thompson, and Michael McGrath. Wiley, 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/047136178X/qid=1119925106/sr=8-1/ref=pd_bbs_1/102-7181665-4104112?v=glance&s=books&n=507846

Becoming a Master Manager is an effective tool for stimulating thinking and building management skills. The book takes you through some of the social and intellectual challenges that managers encounter everyday, the most prominent being pulled by competing demands and having to play many roles simultaneously. This book uses the Competing Values Framework, a comprehensive map on which competing demands can be located and placed in context.

Becoming a Master Manager includes:

- Managerial examples from real organizations that illustrate new concepts using relevant examples.
- Learning models such as, mini-lectures, individual presentations, group simulations, small group and full class discussion activities, to expand knowledge of management and real organizations.
- A hands-on approach.
- An assessment, learning, analysis, practice, and application approach with each competency.

Keywords: Public organization, management skill, text book

Beyond Politics: Markets, Welfare, and the Failure of Bureaucracy. William C. Mitchell and Randy T. Simmons. CO: Westview Press. 1994.

<http://www.alibris.com/search/search.cfm?S=R&wauth=William+C.+Mitchell&siteID=PmFI5OICKw4-sk2TiRV5Hj7OzgzWFnpTjw>

Traditional public policy and welfare economics have held that "market failures" are common, requiring the intervention of government in order to serve and protect the public good. In *Beyond Politics*, William C. Mitchell and Randy T. Simmons carefully scrutinize this traditional view through the modern theory of public choice. The authors enlighten the relationship of government and markets by emphasizing the actual rather than the ideal workings of governments and by reuniting the insights of economics with those of political science.

Keywords: bureaucracy, public administration, public affairs, textbook

Breaking through Bureaucracy: A New Vision for Managing in Government. Michael Barzelay, and Armajani J. Babak. C.A.: University of California Press, 1992.

<http://www.worldcatlibraries.org/wcpa/ow/a256fe3a72c65f51a19afeb4da09e526.html>

This book attacks the conventional wisdom that bureaucrats are bunglers and the system can't be changed. Michael Barzelay and Babak Armajani trace the source of much poor performance in government to the persistent influence of what they call the bureaucratic paradigm—a theory built on such notions as central control, economy and efficiency, and rigid adherence to rules.

Keywords: bureaucracy, public administration, public affairs, textbook

From Max Weber: Essays in Sociology. Max Weber, C. Wright Mills (translator) and Hans H. Gerth (translator). Oxford University Press. 1958.

http://www.amazon.com/exec/obidos/tg/detail/-/0195004620/qid=1119925567/sr=1-2/ref=sr_1_2/102-7181665-4104112?v=glance&s=books

Keywords: Bureaucracy, government organization.

Bureaucracy and Red Tape. Bozeman, Barry. NJ: Prentice-Hall, 1999.

<http://www.worldcatlibraries.org/wcpa/ow/a256fe3a72c65f51a19afeb4da09e526.html>

Demonstrating our need to think more deeply about our dissatisfactions with bureaucracy, this proactive text combines original explanations of bureaucratic red tape with prescription and case examples—challenging students to develop a deeper understanding of bureaucracy as a set of trade-offs among politics, accountability and efficiency.

Keywords: bureaucracy, public administration, textbook

Bureaucracy in a Democratic State: A Governance Perspective. Kenneth J. Meier and Laurence J. O'Toole Jr. John Hopkins University Press. 2006.

http://www.press.jhu.edu/books/title_pages/9092.html

Here, Kenneth J. Meier and Laurence J. O'Toole Jr. present a timely analysis of working democracy, arguing that bureaucracy—often considered antithetical to fundamental democratic principles—can actually promote democracy.

Drawing from both the empirical work of political scientists and the qualitative work of public administration scholars, the authors employ a "governance approach" that considers broad, institutionally complex systems of governance as well as the nitty-gritty details of bureaucracy management. They examine the results of bureaucratic and political interactions in specific government settings, locally and nationally, to determine whether bureaucratic systems strengthen or weaken the connections between public preferences and actual policies. They find that bureaucracies are part of complex intergovernmental and interorganizational networks that limit a single bureaucracy's institutional control over the implementation of public policy. Further, they conclude that top-down political control of bureaucracy has only modest impact on the activities of bureaucracy in the U.S. and that shared values and commitments to democratic norms, along with political control, produce a bureaucracy that is responsive to the American people.

Keywords: bureaucracy, public administration

Bureaucracy, Politics, and Public Policy. Rourke, R.E. Boston: Little Brown, 1969.
<http://www.amazon.com/exec/obidos/ASIN/0316759651/103-2670720-2173413>

This book largely based on materials drawn from the American experience. Consequently, it applies more directly to the interaction between bureaucracy and public policy in the United States than it does to other political system. Certain features of the policy process that are examined, especially the extensive involvement of executive agencies in the task of creating and nursing a constituency, are almost distinctively American.

Keywords: public administration, public affairs, textbook

Bureaucracy: What Government Agencies Do and Why They Do It. James Q. Wilson. CO: Basic Books, 2000.
<http://www.perseusbooksqgroup.com/perseus-cgi-bin/display/0-465-00785-6>

Bureaucracy is the classic study of the way American government agencies work and how they can be made to work better. Examining a wide range of bureaucracies, including the Army, the FBI, the FCC, and the Social Security Administration, James Q. Wilson provides the first comprehensive, in-depth analysis of what government agencies do, why they function as they do, and how they might become more responsible and effective.

Keywords: bureaucracy, public administration, textbook

The Case for Bureaucracy: A Public Administration Polemic, fourth edition. Charles T. Goodsell. CQ Press. 2003.
<http://www.cqpress.com/product/Case-for-Bureaucracy-A-Public.html>

The Case for Bureaucracy persuasively argues that American public servants and administrative institutions are among the best in the world. Contrary to popular stereotypes, they are neither sources of great waste nor a threat to liberty, but social assets of critical value to a functioning democracy. In presenting his case, Goodsell touches on core aspects of public administration while drawing on important, recent events to bring case material and empirical evidence fully up to date. This new edition incorporates the events of 9/11 to explore their impact on future bureaucratic performance, speaking specifically to the massive reorganization under the new Department of Homeland Security. As well, Goodsell offers a complete assessment of the reinventing government

movement and related reforms to show how far bureaucracies have come, while pointing to the challenges they continue to face.

Keywords: public bureaucracy, public administration

The Challenger Launch Decision: Risky Technology, Culture, and Deviance at NASA. Diane Vaughan. Chicago: University of Chicago Press. 1996.

http://www.amazon.com/exec/obidos/tg/detail/-/0226851753/qid=1119925922/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

The loss of the Space Shuttle Challenger in 1986 is usually ascribed to NASA's decision to accept a safety risk to meet a launch schedule. Vaughan, a professor of sociology at Boston College, argues instead that the disaster's roots are to be found in the nature of institutional life. Organizations develop cultural beliefs that shape action and outcome, she notes. NASA's institutional history and group dynamics reflected a perception of competition for scarce resources, which fostered a structure that accepted risk-taking and corner-cutting as norms that shaped decision-making. Small, seemingly harmless modifications to technical and procedural standards collectively propelled the space agency toward disaster even though no specific rules were broken. While Vaughan's complex presentation will daunt general readers, her conclusion that the "normalization of deviance" builds error into all human systems is as compelling as it is pessimistic.

Keywords: Public organization, NASA institution, institutional history and group dynamic

Changing Bureaucracies: Understanding the Organization before Selecting the Approach. W. A. Medina. NY: Marcel Dekker, Inc. 1982.

http://www.amazon.com/exec/obidos/tg/detail/-/0824716728/qid=1082140246/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A good guide for executives who are planning to make changes in their organizations.

Keywords: bureaucracy, bureaucracy reform, handbook, public administration

Classics of Organization Theory (with InfoTrac), 6th Edition. Jay Shafritz, J. Steven Ott, Yong Suk Jang. Brooks-Cole Publishing. 2005.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=6FB6&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534631568&disciplinenum=20

Compiled by the most influential authors in the field, CLASSICS OF ORGANIZATION THEORY is a collection of the most enduring works in organization theory. Designed for those new to the field, the text helps students grasp the important themes, perspectives, and theories of the field by describing what organization theory is, how it has developed, and how its development has coincided with developments in other fields. This text is not simply a retelling of the history of organization theory, its evolution is told through the words of the distinguished theorists themselves.

Keywords: organizational theory, public organization, government organization

Classics of Organizational Theory. Jay M. Shafritz and J. Steven Ott. Brooks/Cole Publishing Company. 1987.

http://www.amazon.com/exec/obidos/tg/detail/-/0534108342/gid=1119926108/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

This volume collects the most important works in organization theory, as written by the most influential authors in the field. These are the works of the "masters" and, having withstood the test of time, the ideas presented by each of the works are commonly referenced in the study of organizational theory. This text is designed to help students learn about, understand, and appreciate key themes and perspectives in the field. The authors begin the text by describing what organization theory is, how it has developed, and how its development has coincided with developments in other fields. Each chapter focuses on one major perspective of organization theory, helping students absorb these concepts before moving onto new ones.

Keywords: organizational theory, public organization, government organization

Complex Organizations: A Critical Essay, third edition. Perrow, Charles. New York: McGraw-Hill. 1986.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0075547996&TXT=Y&itm=1>

This classic in organizational theory provides a succinct overview of the principal schools of thought as it presents a critical, socio-psychological, and historical orientation to the field of organizational analysis. Vividly written, with theories made concrete by specific, student-oriented examples, it takes a critical view toward organizations, analyzing their impact on individuals, groups, and society as a whole. New chapters on economic theories of organization and the conditional power theory are among the features of this revised edition.

Keywords: Organizational theory, organizational analysis, power in the organization

Creating Public Value: Strategic Management in Government. Moore, Mark. Harvard University Press. 1995.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0674175581&TXT=Y&itm=1>

A seminal figure in the field of public management, Mark Moore presents his summation of fifteen years of research, observation, and teaching about what public sector executives should do to improve the performance of public enterprises. Useful for both practicing public executives and those who teach them, this book explicates some of the richest of several hundred cases used at Harvard's Kennedy School and illuminates their broader lessons for government managers. Moore addresses four questions that have long bedeviled public administration: What should citizens and their representatives expect and demand from public executives? What sources can public managers consult to learn what is valuable for them to produce? How should public managers cope with inconsistent and fickle political mandates? How can public managers find room to innovate?

Keywords: public organization, strategic management, government innovation

Critical Studies in Organization and Bureaucracy. Frank Fischer and Carmen Sirianni. PA: Temple University Press. 1994.
<http://www.temple.edu/tempres/>

This collection of essays presents a range of critical approaches to the study of bureaucracy and organizations.

Keywords: bureaucracy, public administration, textbook

Defending Government: Why Big Government Works. Neiman, Max NY: Prentice-Hall, 2000.
http://www.amazon.com/Defending-Government-Why-Big-Works/dp/0133730441/sr=1-1/qid=1168871745/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

For courses in Introduction to Political Science, Public Policy, Bureaucracy, Public Administration, Honors courses in American Government or in courses dealing with the Public Sector. This text focuses on the decline in public trust in government and the efforts of the public to use the powers of democratic governing to improve the lives of people—especially people who require such government intervention. It focuses on the debate over government size and the role of the public sector, with a look at the implications of unqualified disdain for politics, institutions, public servants, elected officials, and the very process of democracy itself. In reviewing these issues economic performance, government regulation, civil rights, white-collar crime, and urban policy development are examined.

Keywords: bureaucracy, public administration, textbook

Essence of Decision; Explaining the Cuban Missile Crisis, second edition. G. Allison & Philip Zelikow. Boston: Little Brown, 1999.
<http://www.aw-bc.com/catalog/academic/product/0,1144,0321013492,00.html>

The best single volume analyzing the defining moment in the nuclear age, the original edition of *Essence of Decision* is a classic work that has influenced generations of students, scholars, and policy makers. The new edition of this best-selling text includes comprehensive synthesis of all new evidence—including recently declassified Kennedy tapes and Soviet files. Not only revised, but completely rewritten, the new edition provides deeper and clearer answers to an enduring question: how should citizens understand the actions of their governments?

Keywords: public administration, public affairs, public policy making, textbook

Functions of the Executive. C. I. Barnard. M.A.: Harvard University Press, 1938.
http://www.amazon.com/Functions-Executive-30th-Anniversary/dp/0674328035/sr=1-1/qid=1168871689/ref=pd_bbs_sr_1/102-5538563-7067303?ie=UTF8&s=books

Barnard's insights on authority, executive morals, responsibility, formal and informal organization, organizational purpose, and decision making are fundamental to the understanding of human behavior in the organizational setting.

Keywords: executive, public administration, public affairs, textbook

Group Dynamics: The Psychology of Small Group Behavior, *second edition*. Donelson R. Forsyth, NY: Brooks/Cole Pub Co. 1990.

http://www.amazon.com/exec/obidos/tg/detail/-/0534261485/qid=1081549782/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

This book is intended to serve as an introduction to group processes, maintaining a balanced, integrative stance when presenting ideas, evidence, and viewpoints. The author integrates many areas of inquiry, including: theory and research; theory, research, and application, traditional and contemporary topics, psychology, sociology, and other social sciences; and more.

Keywords: group psychology, public administration, public affairs, textbook

Handbook of Administrative Communication. James L. Garnett, Kouzmin Alexander. Marcel Dekker. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0824798066/qid=1082140632/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This unique, new volume the most comprehensive, single-source reference of its kind available fills a void in the literature by providing a communications-oriented approach to a wide range of topics encompassing organization, management, political theory and practice, business-government relations, innovation processes, and information technologies. Contains authoritative contributions from world-renowned experts representing various disciplines, including administrative law, organizational and political theory, phenomenology, public and business management, educational technology, psychology, and other fields! Offering a balanced, international presentation, the Handbook of Administrative Communication addresses typically neglected subjects such as communicating through humor, drama, film, poetry, fiction, and other creative forms delineates theoretical issues involving administrative communication examines communicating in the United Nations, the European Union, and the Asia-Pacific region discusses interagency communication among international organizations and multinational corporations explores new directions in practice and research highlighting central themes such as voice, leadership, technology, and legitimacy and much more!

Keywords: communication, handbook, management, public administration

Handbook of Bureaucracy. A. Farazmand. Marcel Dekker. 1994.

http://www.amazon.com/exec/obidos/tg/detail/-/0824791827/qid=1082141940/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This encyclopedic reference/text the most comprehensive book of its kind available analyzes the basic issues and major aspects of bureaucracy, bureaucratic politics and administrative theory, public policy, and public administration in historical and contemporary perspectives.

Keywords: bureaucracy, handbook, public administration

Handbook of Organization Theory and Management: The Philosophical Approach. T. D. Lynch, and J. Dicker. Marcel Dekker. 1997.

http://www.amazon.com/exec/obidos/tq/detail/-/0824701135/qid=1082154757/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This unique resource explicates the major issues in public and government organization theory using classical philosophy covering and relating a broad range of individual philosophers as well as philosophic movements to public administration from Plato to the postmodern. Chronologically arranged to demonstrate the evolution of ideas, the Handbook of Organization Theory and Management describes the influence of Plato's thoughts; Jesus' teaching on public administration; theory presenting Niccolo Machiavelli as the creator of the modern concept of public administration; details the effect of mercantilism on political governance; examines the ideas of Jeremy Bentham, John Locke, Adam Smith, and David Hume in American government; explains Edmund Burke's effect on John Rawls and the contemporary notion of public entrepreneurialism; discusses the importance of Woodrow Wilson, the Progressive Reform Era, and the Bureau Movement in shaping public administration; shows how Herbert Simon forced the field of public administration into a period of self examination, and much more! Containing over 2000 bibliographic citations, the Handbook of Organization Theory and Management is an invaluable resource for public administrators, consultants, organizational behavior specialists, behavioral psychologists, political scientists, sociologists, and graduate-level students in departments of public administration, psychology, management, education, and sociology.

Keywords: handbook, management philosophy, organization theory

Handbook of Organizational Behavior. Golembiewski, R.T., Marcel Dekker. 2000.

http://www.amazon.com/exec/obidos/tq/detail/-/0824790588/qid=1082154443/sr=1-5/ref=sr_1_5/102-1404922-2673704?v=glance&s=books

Presents organizational behavior (OB) from a market perspective, offering state-of-the-art examinations of standard topics, areas that deserve more attention, and emerging issues that will affect the future of OB. Exploring subjects that contribute to an expanding demand for OB theory, approaches, and results, the Handbook covers core OB themes such as organization design, stress and burnout, groups, leadership, and risk taking discusses recent issues, including race and ethnicity, gender, and organizational responses to work-family role conflicts reveals the most important findings from studies on compensation, cross-national technology, auditing, and information systems clarifies the association between mixed results and differences in operational definitions focuses on the role of values in OB research and more. A groundbreaking textbook and reference analyzing organizational behavior from a business marketing perspective. Offers insights on contiguous and emerging topics of organizational behavior. Provides clarity to previously unclear research findings, offering fundamentals and new developments. DLC: Organizational behavior.

Keywords: handbook, organization behavior, organization theory

The Handbook of Organizational Communication. G. M. Goldhaber and George A. Barnett. Norwood, NJ: Ablex Publishing Corporation. 1988.

http://www.amazon.com/exec/obidos/tg/detail/-/0893914460/qid=1082154494/sr=1-3/ref=sr_1_3/102-1404922-2673704?v=glance&s=books

The text deals with communications in organizations, and gives insights on future changes and their effects.

Keywords: handbook, organizational communication

Handbook of Organizational Consultation, second edition revised & expanded. R. T. Golembiewski. Marcel Dekker. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0824703219/qid=1082154704/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A reference/textbook analyzing every aspect of organizational consultation. Topics covered include normative, empirical, and political topics, and a broad view of consultation diagnoses, problem centers, and interventions. Also forecasts future developments in the field and maximizes the latest strategies for success. DLC: Consultants--Handbooks, manuals, etc.

Keywords: handbook, organizational consultation

Handbook of Organizational Culture and Climate. Neal M. Ashkanasy (Editor), Celeste P. M. Wilderom (Editor), Mark F. Peterson (Editor). Sage Publications, 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0761916024/qid=1082154731/sr=1-2/ref=sr_1_2/102-1404922-2673704?v=glance&s=books

The Handbook of Organizational Culture and Climate provides an overview of current research, theory and practice in this expanding field. Well-known editors Neal M. Ashkanasy, Celeste P. Wilderom, Mark F. Peterson lend a truly international perspective to what is the single most comprehensive and up-to-date source on the growing field of organizational culture and climate. In addition, the Handbook opens with a foreword by Andrew Pettigrew and two provocative commentaries by Ben Schneider and Edgar Schein, and concludes with an invaluable set of combined references. The editorial team and the authors come from diverse professional and geographical backgrounds, and provide an unprecedented coverage of topics relating to both culture and climate of modern organizations.

Keywords: handbook, organizational culture, organizational climate

The Handbook of Principles of Organizational Behavior. Locke, E., Blackwell. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0631215069/qid=1082140214/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This international handbook identifies and explains 29 timeless management principles - general truths that can be applied to all types of work situations. It is based on knowledge accumulated by numerous experts over many years of research and consulting. This international handbook

provides students and managers with an essential resource connecting the theories to the real world of organizations and showing how to apply them.

Keywords: handbook, organizational behavior

Implementation: How Great Expectations in Washington Are Dashed in Oakland, or, Why It's Amazing That Federal Programs Work at All, *third edition*. Pressman, Jeffrey and Wildavsky, Aaron. Berkeley: University of California Press. 1984.

http://amazon.com/s/ref=nb_ss_gw/102-5538563-7067303?url=search-alias%3Dstripbooks&field-keywords=implementation%2C+Jeffrey+and+Wildavsky

Keywords: Public organization, policy implementation, bureaucracy.

Implementing Public Policy: Governance in Theory and in Practice. Michael Hill and Peter Hupe. Thousand Oaks, CA: Sage Publications. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0761966293&TXT=Y&itm=1>

Bringing the major current insights in implementation research and theory together, *Public Policy, Implementation and Governance* reviews the literature on public policy Implementation, relating it to contemporary developments in thinking about governance.

The text stresses the continuing importance of a focus upon implementation processes and explores its central relevance to the practice of public administration. In light of the changing nature of governance, Hill and Hupe suggest strategies for both future research on and management of public policy implementation. Their basic approach is two-fold: firstly, to understand the process of implementation and secondly, to address how one might control and affect this process. Re-exploring the state of the art of the study of implementation as a sub-discipline of political science and public administration, this book will be essential reading for students and researchers in public policy, social policy, public management, public administration and governance.

Keywords: public organization, policy implementation process, public management

Imposing Duties: Government's Changing Approach to Compliance. Sparrow, Malcolm. Praeger Paperback. 1994.

http://www.amazon.com/exec/obidos/tg/detail/-/0275947815/qid=1119927663/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

Policing, environmental protection, and tax administration have much more in common than practitioners in these areas often recognize. In this book, Sparrow draws out remarkable parallels in the ways these professions are adapting to meet their current challenges, as they reject their traditional reliance on retrospective, case-by-case, after-the-fact enforcement. Rather than perpetuating their dependence on processes, procedures, and "coverage," these professions are each developing new capacities for analyzing important patterns of noncompliance, prioritizing risks, and designing intelligent interventions using a much broader range of tools. Sparrow extracts the essence of the transformations underway, explores the critical implications for information management, and lays out the issues that need resolution before the emerging compliance strategies can reach maturity.

Keywords: Government organization, pattern of government work process

Images of Organizations, *second edition*. Gareth Morgan. SAGE Publications. 1996.
http://www.amazon.com/exec/obidos/tg/detail/-/0761906320/qid=1119927826/sr=8-1/ref=pd_bbs_1/102-7181665-4104112?v=glance&s=books&n=507846

Images of Organization has already established itself as a classic that has influenced management thinking throughout the world. This current edition takes Gareth Morgan's achievement one step further, providing a rich and comprehensive resource for exploring the complexity of modern organizations. In this monumental work, leading-edge theory is translated into leading-edge practice. The second edition of *Images of Organization* carefully preserves the qualities and strengths of the original while delivering new insights into today's managerial challenges. Gareth Morgan shows managers how to view their organization by using his renowned creative images and metaphors. *Images of Organization, second edition*, challenges and reshapes how we think about organization and management in the most fundamental way.

Keywords: organizational theory, images and metaphors in the organization

Inside Bureaucracy. A. Downs. Boston: Little Brown, 1967.
http://www.amazon.com/exec/obidos/tg/detail/-/0881337781/qid=1081549856/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

Bureaus are among the most important institutions in every part of the world. Not only do they provide employment for a very significant fraction of the world's population, but they also make critical decisions that shape the economic, educational, political, social, moral, and even religious lives of nearly everyone on earth. This book develops a useful theory of bureaucratic decision making.

Keywords: bureaucracy, public administration, public affairs, textbook

Institutions and Organizations: Foundations for Organizational Science. Richard W. Scott. Thousand Oaks, CA: Sage. 1995.
http://www.amazon.com/exec/obidos/tg/detail/-/0761920013/qid=1119928134/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

A best seller in its first edition, *Institutions and Organizations* has been thoroughly revised and expanded. This second edition provides a comprehensive overview of the institutionalist approach to organization theory. Dick Scott presents a historical overview of the theoretical literature, an integrative analysis of current institutional approaches, and a review of empirical research related to institutions and organizations. He offers an extensive review and critique of institutional analysis in sociology, political science, and economics as it relates to recent theory and research on organizations. The second edition gives particular attention to the topics of agency and structure and to institutional change. Given the constraining and constitutive properties of institutions, how can actors intervene to introduce novelty? How is change possible? To a previous concern with "convergent" change, a focus on increasing structural isomorphism, the author adds a thorough analysis of the sources of "disruptive" change, deinstitutionalization, and the emergence of new kinds of institutions

Keywords: organization theory, institutionalism, agency and structure of organization.

Ironies in Organizational Development, *second edition*. Robert T. Golembiewski. CRC Press. 2002.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=DK1992&parent_id=&pc=

Offering effective tools and strategies, this book covers how to encourage and strengthen skills in process analysis and investigation, align OD principles with transforming societal values, clarify communication processes and decision-making procedures, and isolate and resolve roadblock issues. Constructing a platform to assess large-system agendas, *Ironies in Organizational Development, second edition* is an outstanding text for upper-level undergraduate and graduate students taking organizational development courses in the departments of public administration, psychology, management, and sociology, as well as for in-service and professional workshops.

Keywords: organizational development

Language of Public Administration: Bureaucracy, Modernity, and Postmodernity. David Farmer and David John Farmer. University of Alabama Press. 2003.

http://www.amazon.com/exec/obidos/tq/detail/-/0817307842/qid=1118073082/sr=1-7/ref=sr_1_7/103-9364801-1672668?v=glance&s=books

The author points out limitations in the theory of public administration and proposes a reflexive, post-modernistic, and possibly revolutionary, language paradigm for public administration thinking. Annotation copyright Book News, Inc. Portland, OR.

Leadership of Public Bureaucracies: The Administrator As Conservator, *second edition*. Larry D. Terry. M.E. Sharpe. 2002.

<http://www.mesharpe.com/mall/resultsa.asp?Title=Leadership+of+Public+Bureaucracies%3A+The+Administrator+as+Conservator%2C+Second+Edition>

The global revolution in public management has led many reformers to call for public managers to reinvent themselves as public entrepreneurs. Larry D. Terry strongly opposes this view, and in its place presents an original normative theory of administrative leadership that integrates legal, sociological, and constitutional theory. Terry draws on the works of Philip Selznik, Carl J. Friedrich, Chester Barnard and others in advancing his concept of Administrative Conservatorship. He depicts bureaucratic leaders as Conservators of public bureaucracies, vigorously protecting the integrity of the bureaucracy, and when called upon, adapting to change. Filled with illustrative examples, *Leadership of Public Bureaucracies* is a thoughtful, well-reasoned alternative to public management orthodoxy and the New Public Management.

Keywords: Leadership, Public Administration, Public Bureaucracy

Leadership in Organizations, *second edition*. Gary A. Yukl. NJ: Prentice Hall. 1989.

<http://www.amazon.com/exec/obidos/tq/detail/-/0130323128/103-2670720-2173413?v=glance>

The most comprehensive survey of the major theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills.

Keywords: leadership, public administration, public affairs, textbook

Learning under pressure: the effects of politicization on organizational learning in public bureaucracies. : An article from: Journal of Public Administration Research and Theory.

Sander Dekker. Dan Hansen University of Kansas Press. 2004.

http://goliath.ecnext.com/coms2/summary_0199-48456_ITM&referid=2090

U.S. politicians have criticized federal agencies severely in the aftermath of the September 11 attacks, with both Republicans and Democrats denouncing the Federal Bureau of Investigation for its part in failing to protect the country from outside threats. If the FBI had acted on intelligence information, and if it had notified the Central Intelligence Agency and the White House, then the plot might have been uncovered and the attacks might have been prevented. Amid strong criticism and a joint in-depth investigation by Congress, FBI officials are now under pressure to overhaul the agency to better fight terrorism.

Keywords: public Administration, public bureaucracy

Managing Human Behavior in Public & Nonprofit Organizations. R. B. Denhardt, R.B, J. V. Denhardt, & M. P. Aristigueta. Thousand Oaks, CA: Sage Publications. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761924744/qid=1119928652/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

This book offers a thorough summarization of organizational behavior, including almost all major topics in the field... the book rises above other textbook choices by its unique potential for helping the readers overcome the knowledge-doing gap through constant self-reflection and practice.

Keywords: public organization, organizational behavior, nonprofit organization

Modern Systems of Government: Exploring the Role of Bureaucrats and Politicians. A. Farazmand. CA: Sage Pub. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0761906088/qid=1082302760/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The success or failure of empires, nation-states, and city-states often rests on the relationship between bureaucracy and politicians. In this provocative and timely volume, editor Ali Farazmand examines the myriad relationships between politicians and bureaucrats and how they affect modern governance.

Keywords: bureaucrat, government system, handbook

The New Public Service: Serving, Not Steering. Janet Vinzant Denhardt and Robert B. Denhardt. M.E. Sharpe. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765608464&TXT=Y&itm=2>

The New Public Service: Serving, not Steering provides a framework for the many voices calling for the reaffirmation of democratic values, citizenship, and service in the public interest. It is organized around a set of seven core principles: (1) Serve citizens, not customers; (2) Seek the public interest; (3) Value citizenship and public service above entrepreneurship; (4) Think strategically, act democratically; (5) Recognize that accountability isn't simple; (6) Serve, rather than steer; and (7) Value people, not just productivity. All students and serious practitioners in public administration and public policy should read this book. While debates about public policy issues will surely continue for

many years, this compact, clearly written volume provides an important new framework for a public service based on, and fully integrated with, citizen discourse and the public interest.

Keywords: public administration, public service, new public service

Organization Change: Theory and Practice. Burke, W. Warner. SAGE Publications. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761914838/qid=1119929175/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Burke manages to integrate the extant theories of organizational change with case examples that make the theories come alive. He skillfully combines his strong interests in the abstract with his four decades of practical, personal experience in facilitating large-scale organizational change efforts. This book is clearly the work of a master at the peak of his career.

Keywords: organizational change, organizational management

Organization Development in Public Administration. R. T. Golembiewski, and W. Eddy. NY: Dekker. 1978.

http://www.amazon.com/exec/obidos/tg/detail/-/0824766679/qid=1082302846/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This text provides various problem solving approaches that can be used to address problem areas in British and American public administration.

Keywords: handbook, organization development, public administration

Organizations: Rational, Natural, and Open Systems, fifth edition. Scott, W. Richard. Prentice Hall. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/013016559X/qid=1119929408/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

This broad, balanced introduction to organizational studies enables the reader to compare and contrast different approaches to the study of organizations. This book is a valuable tool for the reader, as we are all intertwined with organizations in one form or another. Numerous other disciplines besides sociology are addressed in this book, including economics, political science, strategy and management theory. Topic areas discussed in this book are the importance of organizations; defining organizations; organizations as rational, natural, and open systems; environments, strategies, and structures of organizations; and organizations and society. For those employed in fields where knowledge of organizational theory is necessary, including sociology, anthropology, cognitive psychology, industrial engineering, managers in corporations and international business, and business strategists.

Keywords: organizational theory, management theory, structure of organization

Organization Theories and Public Administration. Charles R. Davis, CO: Greenwood Publishing Group. 1996.

<http://info.greenwood.com/books/0275955/0275955761.html>

This new work offers a substantive political theory approach to organizational theory. It differs significantly from most organizational perspectives in that it applies political theory to four prevalent organizational models found in administration today. Most such models fall within the province of government or corporate management and fail to deal with the democratic and public dimensions of organization. In this study, Davis examines various organizational theories' prospects to generate authentic public organization. He also suggests alternative considerations by which to facilitate more genuine "public" organization. An important contribution to the literature in organizational theory and public administration, this work will be of interest to scholars and students in these and related fields.

Keywords: organization theory, public administration, public affairs, textbook

Organization Theory for Public Administration. Michael M. Harmon, and Richard T. Mayer.

<http://www.chatpress.com/organization.html>

Harmon and Mayer belongs in the library of every serious student of organization theory. This book helps students and teachers explore in some detail the competing explanations of organizational action. The authors highlight and take advantage of the diversity among theoretical perspectives with emphasis on their unique salience for practical action in public organizations. The focus is on the seminal contributors to a variety of perspectives whose insights have guided subsequent research and thinking.

Keywords: organization, public administration, public affairs, textbook

Organization Theory: A Public and Non-Profit Perspective, 3rd Edition. Harold F. Gortner, Carolyn Ball, Kenneth L. Nichols. 2006.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=6FB6&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0495006807&disciplinenummer=20

This successful organizational theory text, newly revised and now in its third edition, examines classic and new organizational theories that address management issues of organizational structure, culture, decision-making, ethics motivation, leadership, and organizational change. For the first time, an organizational theory text addresses how organizational theories relate to both government and nonprofits, whether small or large organizations, from large civil service agencies and international nonprofits, to independent government authorities and districts, to small town governments and local nonprofits serving one group or community. The text considers how theory can be applied in these differing contexts of citizen, customer, and client demands.

Keywords: organization, public administration, public affairs, textbook

Organization Theory and Public Management, 1st Edition.

Jonathan R. Tompkins. Brooks-Cole Publishing. 2005.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=6FB6&sortby=copy&type=all_radio&courseid=PO05&product_isbn=053417468X&disciplinenummer=20

Written with present and future public managers in mind, *Organization Theory and Public Management* arms students with the theoretical and conceptual knowledge necessary to be effective

managers. The text examines each major school-of-thought by taking a chronological approach. This approach enables the reader to understand each major school in the context in which it emerged and gained prominence. Placing each school in historical context through the use of a chronological approach to the examination of theory allows for a deeper understanding of the material and encourages the reader to develop his or her own thoughts and ideas.

Keywords: organization, public administration, public affairs, textbook

Organizational Behavior and Public Management (Public Administration and Public Policy).

Michael L. Vasu, Debra W. Stewart, and G. David Garson. NY: Dekker.1998.

http://www.amazon.com/exec/obidos/tg/detail/-/0824701356/qid=1082302825/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Mindful of the reconfigured organizational practices and ways of managing public work systems brought about by recent global economies, this latest edition of *Organizational Behavior and Public Management* reveals how organizational behavior enables managers to direct resources that advance the programs and policies of public and government agencies.

Keywords: handbook, organizational behavior, public management

Organizing Innovation: New Approaches to Cultural Change and Intervention in Public Sector Organizations. M. Veenswijk (editor). IOS Press. 2006.

<http://www.iospress.nl/loadtop/load.php?isbn=1586035789>

New Public Management as an administrative reform ideology as well as conceptual innovation has changed the outlook of public administration during the last ten years. Public administration and public administration reform should not only be concerned with the improvement of the efficiency and coherence – which play an important role in public administration, but also political values like liberty, equity and security as well as legal values like the rule of the law. The modernization agenda of public administration has a rather internal focus, while the ultimate test for the modernization of public administration is the way in which governments are able to respond to changing social, cultural and economic conditions and the ‘wicked’ policy problems which result from them. This publication contains interesting contributions to the science and practice of public administration.

Keywords: organizational behavior, public management

Organization Theory and Design, eighth edition. Richard L. Daft. OH: South-Western. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/032415691X/qid=1119929662/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Richard Daft's best-selling text, *Organization Theory and Design*, integrates the most recent thinking about organizations, classic ideas and theories, and real world practice, in a way that is interesting and enjoyable for learners. This edition includes many updates including a new chapter on international issues and revisions of other chapters to include the most recent ideas and events. While organization studies and real world examples are insightful for understanding organizations and solve real-world problems, Daft also integrates numerous features that give learners the opportunity to apply concepts and develop skills and insights.

Keywords: organizations, classic ideas and theories

Organization Theory and Public Management. Jonathan R. Tompkins. Belmont, CA: Thompson Wadsworth. 2005.

http://www.amazon.com/exec/obidos/tg/detail/-/053417468X/qid=1119930152/sr=8-1/ref=pd_bbs_1/102-7181665-4104112?v=glance&s=books&n=507846

Written with present and future public managers in mind, *Organization Theory and Public Management* arms students with the theoretical and conceptual knowledge necessary to be effective managers. The text examines each major school-of-thought by taking a chronological approach. This approach enables the reader to understand each major school in the context in which it emerged and gained prominence. Placing each school in historical context through the use of a chronological approach to the examination of theory allows for a deeper understanding of the material and encourages the reader to develop his or her own thoughts and ideas.

Keywords: public organization and management, organizational theory

Organizational Behavior 2: Essential Theories of Process and Structure. John B. Miner. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Organizational+Behavior+2%3A+Essential+Theories+of+Process+and+Structure>

This comprehensive text provides a detailed review and analysis of the building-block theories in the macro-organizational behavior field. John Miner has identified the key theories that any student or scholar needs to understand to be considered literate in the discipline.

Each chapter includes the background of the theorist represented, the context in which the theory arose, the initial and subsequent theoretical statements, research on the theory by the theory's author and others (including meta-analysis and reviews), and practical applications. Special features, including boxed summaries of each theory at the beginning of each chapter; two introductory chapters on the scientific method and the development of knowledge; and detailed, comprehensive references, help make this text especially useful for every student and scholar in the field.

Keywords: public organization and management, organizational theory

Organizational Behavior 3: Historical Origins, Theoretical Foundations, and the Future. John B. Miner. M.E. Sharpe Inc. 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Organizational+Behavior+3%3A+Historical+Origins%2C+Theoretical+Foundations%2C+and+the+Future>

This is the first comprehensive overview of the development of the field of Organizational Behavior. It belongs on the shelf of every scholar and student in the discipline.

Part I covers the foundations of the scientific method, theory development, and the accrual of scientific knowledge in the field. Part II introduces the ideas of pioneers whose work pre-dates the emergence of Organizational Behavior. Part III considers the actual emergence of OB as we know it today, with an analysis of the environmental forces that impinged upon it (such as the recruiting of social scientists into business schools). Part IV presents an assessment of the current state of the art in OB research, with an original assessment of the importance, validity, and practical usefulness of 73 core theories in OB. Finally, Part V sets forth a vision for the future identity and growth of Organizational Behavior research, theory, and practice.

Keywords: public organization and management, organizational theory

Organizational Theory: Cases and Applications. Richard L. Daft, Richard. West Publishing Company, College & School Division, 1995.

http://www.amazon.com/exec/obidos/tg/detail/-/0314044531/qid=1081549905/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

This market leading text presents the most recent thinking about organizations in a way that is interesting and enjoyable for students. It continues to integrate new concepts and models from organization theory with changing events in the real world of organizations to provide the most up-to-date view of organizations available.

Keywords: organization theory, public administration, public affairs, textbook

Organization Theory: A Public Perspective, second edition. Harold F. Gortner, Julianne Mahler, and Jeanne Bell Nicholson. New York: Harcourt Brace. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0030193877/qid=1119930332/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

Keywords: organizational theory, public organization, text book

Politics and Administration at the Top: Lessons from Down Under. Delmer Dunn. PA: University of Pittsburgh Press. 1997.

<http://www.worldcatlibraries.org/wcpa/ow/24a2e172ad4083bba19afeb4da09e526.html>

Drawing on a rich set of interviews with top Australian officials, Dunn provides new insight into the interplay between politics and administration. His work will make scholars rethink their notion of how bureaucrats and politicians define their roles and responsibilities.

Keywords: bureaucracy, public administration, textbook

The Promise of Representative Bureaucracy: Diversity and Responsiveness in a Government Agency. Sally Coleman Selden. NY: M. E. Sharpe, 1997.

<http://www.worldcatlibraries.org/wcpa/ow/ed83a923bb831136a19afeb4da09e526.html>

This prize-winning study examines the impact of the employment of women and ethnic and racial minorities in public organizations on the implementation of government programs by those agencies. Driving the study is the question of whether the concept of "representative government" applies also to the "permanent government"-- the bureaucracy. What difference does it make if an administration is either more or less representative of the population it serves? To what extent, if at all, is an agency's responsiveness to different segments of the public a function of the demographic composition of the agency itself?

Keywords: bureaucracy, public administration, textbook

Public Organization Management: The Development of Theory and Process. Jamil E. Jreisat. CT: Greenwood Press. 2000.

<http://doi.contentdirections.com/mr/greenwood.jsp?doi=10.1336/0275967670>

This book explores how the theories and practices of public management have evolved. It covers themes such as political, judicial, and cultural environments. It reviews the influential theoretical

developments that represent the intellectual heritage of public administration from Woodrow Wilson and the classics to current schools such as Total Quality Management (TQM) and the drive for reinventing government. The author identifies and explains critical managerial functions such as decision-making, communication, leadership, performance evaluation, and the constant search for reform and improvement in public organizations. This comprehensive, in-depth exploration emphasizes the operational and practical consequences of the subject.

Keywords: organizational theory, public administration, public affairs, textbook

Reframing Organizations. Lee G. Bolman and Terrence E. Deal. Jossey-Bass, Inc., 2003.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0787964271&TXT=Y&itm=1>

Bolman (leadership, University of Missouri) and Deal (education, University of Southern California) describe four frames through which to view all types of organizations. They show how the structural, human resource, political, and symbolic frames can be employed to find new opportunities in organizations. This third edition highlights current developments in leadership and presents new case histories from organizations such as eBay, Enron, and the US Marine Corps.

Keywords: Organizational theory, reframing, leadership in the organization

Reforming Bureaucracy: The Politics of Institutional Choice. Gary Miller. Prentice-Hall Inc. 1998.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0137700903&TXT=Y&itm=1>

Keywords: public organization, reforming bureaucracy.

Reinventing Government: How the Entrepreneurial Spirit Is Transforming the Public Sector. Osborne, David and Ted Gaebler, Plume. 1992.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0452269423&itm=1>

In this policy-shaping book, Osborne and Gaebler show the way toward nothing less than an American perestroika, shaking up accepted notions of what governance means with success stories of ghetto schools that brilliantly educate, sanitation departments that make a profit, and police departments that are as efficient as any high-tech corporation.

Keywords: public organization, reinventing government, entrepreneurships in government

Salience, complexity, and the legislative direction of regulatory bureaucracies. : An article from: Journal of Public Administration Research and Theory. Evan J. Ringquist, Jeff Worsham, Marc Allen Eisner. University of Kansas Press. 2003.
<http://jpart.oxfordjournals.org/cgi/reprint/13/2/141>

Questions regarding the political control of administrative agencies have played a major role in reinvigorating the study of bureaucracy. Scholars have employed increasingly sophisticated analyses to demonstrate that it is possible, even likely, for elected officials to direct bureaucratic behavior. But while theoretical models derive expectations regarding both the propensity and the effectiveness of efforts at political control, nearly all empirical research has focused on only the latter. In this article

we extend empirical analyses to study under what conditions efforts at political control of the bureaucracy are more or less likely. Specifically, we assess the effects that public salience and technical complexity have on the willingness of elected officials to use legislation to direct the behavior of four federal regulatory agencies from 1949 to 1996. The results from these analyses demonstrate the utility of using the core concepts of salience and complexity to predict the likelihood of legislative direction of agency behavior.

Keywords: salience, complexity, bureaucracy

In the Shadow of Organization. Robert Denhardt. Lawrence, Kansas: Regents Press of Kansas, 1989.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0700604510&TXT=Y&itm=1>

This book deals with the dilemma of individual autonomy in an organizational society. It argues that the organizations that we established to work for us have instead imprisoned us. Drawing upon critical social theorists like Habermas, depth psychologists like Jung, and phenomenologists like Husserl, author Robert B. Denhardt shows how the "ethic of organization" inhibits the individual's search for meaning and then discusses strategies for enhancing the individual's role. He champions independence, expressiveness, and creativity over discipline, regulation, and obedience. To this first paperback edition, Denhardt has added a new introduction that focuses on leadership's key role in humanizing organizations, as well as a bibliographical update.

Keywords: public organization, ethic in the organization, individual role in public organization

Sensemaking in Organizations. Karl Weick. Thousand Oaks, CA: Sage. 1995.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=080397177X&TXT=Y&itm=1>

The teaching of organization theory and the conduct of organizational research have been dominated by a focus on decision making and the conception of strategic rationality. The rational model, however, ignores the inherent complexity and ambiguity of real-world organizations and their environments. Karl Weick's new landmark volume, *Sensemaking in Organizations*, highlights how the "sensemaking" process - the creation of reality as an ongoing accomplishment that takes form when people make retrospective sense of the situations in which they find themselves - shapes organizational structure and behavior. Some of the topics Weick thoroughly covers are the concept, uniqueness, historical roots, varieties and occasions, general properties, and the future of sensemaking research and practice.

Keywords: organizational theory, strategic rationality, complexity of organization

Street-Level Bureaucracy. M. Lipsky. NY: Russell Sage Foundation. 1980.

http://www.amazon.com/exec/obidos/tg/detail/-/0871545268/qid=1081550009/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

This book received the C. Wright Mills Award for 1980 from the Society for the Study of Social Problems and was named co-winner of the 1981 Gladys M. Kammerer Award by the American Political Science Association. This study examines human service bureaucracies--school, courts, welfare agencies--at the point where policy is translated into practice.

Keywords: bureaucracy, public administration, public affairs, textbook

Structure in Fives: Designing Effective Organizations. Henry Mintzberg. NJ: Prentice-Hall. 1993.
<http://www.pfdf.org/leaderbooks/mintzberg/structure-in-fives.html>

A presentation and synthesis of the research on what it takes to design an effective organization.

Keywords: organization theory, public administration, public affairs, textbook

Teams in Government: A Handbook for Team-Based Organization. Jerry W. Koehler, and Joseph Pankowski, CRC Press - St. Lucie Press.
http://www.amazon.com/exec/obidos/tq/detail/-/1574440160/qid=1082308708/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A guide to introducing Total Quality Management techniques into government agencies in order to shift the goal from pleasing the upper echelon of the bureaucracy to serving the public, seen as both the client receiving the service and the customer paying for it. Outlines the principles of a team-based organization, and discusses types, characteristics, dynamics, leadership, formation, process improvement, and assessment. Annotation c. by Book News, Inc., Portland, OR.

Keywords: government management, handbook, teamwork management

Street-Level Leadership: Discretion and Legitimacy in Front-line Public Service. Janet Coble Vinzant, Lane Crothers. Georgetown University Press, 1998.
http://www.amazon.com/exec/obidos/tq/detail/-/0878407057/qid=1119931355/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

Provides a new framework for understanding the roles and responsibilities of front-line public servants and assessing the effectiveness of their actions.

Keywords: public leadership, street level bureaucracy, public organization

The Structuring of Organizations. Henry Mintzberg. NJ: Prentice-Hall. 1979.
<http://alpha.lib.uwo.ca/record=b1284300>

This book is a synthesis of the empirical literature currently available on organizational structuring. A framework is developed enabling students to handle organizational problems. For use as a supplement in upper level Organizational Design courses in Management.

Keywords: organization theory, public administration, public affairs, textbook

Theories of Public Organization, fourth edition. Robert B. Denhardt. NY: Hartcourt Brace Pub. 2003.
http://www.amazon.com/Theories-Public-Organization-Robert-Denhardt/dp/0534612172/sr=1-1/qid=1168871132/ref=pd_bbs_1/102-5538563-7067303?ie=UTF8&s=books

Theories of Public Organization is a brief, readable overview of public administration theory that enables students to develop their own philosophy of public administration and relating theory and practice.

Keywords: public administration, public organization, textbook

Theory Z: How American Business Can Meet the Japanese Challenge. W. G. Ouchi. N.Y.: Addison-Wesley Publishing Company. 1981.

http://www.amazon.com/exec/obidos/tg/detail/-/0380719444/qid=1081550184/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

This four-month New York Times bestseller not only explains incredible Japanese productivity levels, but also offers a plan to revitalize corporate America. Ouchi outlines what we can learn from Japanese business success and how we can put it to use here in the U.S.

Keywords: public administration, public affairs, textbook, Theory Z.

Understanding & Managing Public Organizations, third edition. Hal G. Rainey. C.A.: Jossey-Bass Inc. 1997.

http://www.bookworkz.com/construction/industrial_engineering/0787965618.html

A course text for graduates and scholars studying public management and applications of organization theory to the public sector. Revised from the 1992 edition with new tables and figures, additional examples, and an introductory chapter that presents a conceptual framework linking the other chapters and topics.

Keywords: public administration, public affairs, public organization, textbook

Understanding Nonprofit Organizations. J. Steven Ott. Colorado: Westview Press. 2000.

<http://www.amazon.com/exec/obidos/tg/detail/-/0813367875/103-2670720-2173413?v=glance>

Steven Ott's *Understanding Nonprofit Organizations: Governance, Leadership, and Management* is a collection of the most insightful and most recent readings about the challenges of managing a nonprofit organization in the United States. The anthology examines the distinctiveness of nonprofit organizations through the writing of scholars, consultants, and practicing executives. It focuses on governing, leading, and managing nonprofit organizations and how nonprofit organizations differ from both the public and private sectors. The 37 chapters speak to the most important functions, contextual factors and internal functions, concepts, and issues that face today's leaders and managers of nonprofit organizations. *Understanding Nonprofit Organizations: Governance, Leadership, and Management* is an ideal text for use in graduate and upper-division undergraduate survey courses on nonprofit organizations and management.

Keywords: nonprofit organization, public administration, public affairs, textbook

Working, Shirking, and Sabotage, Bureaucratic Response to a Democratic Public. John Brehm and Scott Gates. Ann Arbor: University of Michigan Press. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/047208612X/qid=1119931552/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

Bureaucrats perform most of the tasks of government, profoundly influencing the daily lives of Americans. But who, or what, controls what bureaucrats do? John Brehm and Scott Gates examine who influences whether federal, state, and local bureaucrats work, shirk, or sabotage policy. The authors combine deductive models and computer simulations of bureaucratic behavior with statistical analysis in order to assess the competing influences over how bureaucrats expend their efforts. Drawing upon surveys, observational studies, and administrative records of the performance of public employees in a variety of settings, Brehm and Gates demonstrate that the reasons

bureaucrats work as hard as they do include the nature of the jobs they are recruited to perform and the influence of both their fellow employees and their clients in the public. In contrast to the conclusions of principal-agency models, the authors show that the reasons bureaucrats work so hard have little to do with the coercive capacities of supervisors. This book is aimed at students of bureaucracy and organizations and will be of interest to researchers in political science, economics, public policy, and sociology. "This book is breathtaking in its use of models and techniques. . . . The approach developed by Brehm and Gates allows us to re-open empirical questions that have lain dormant for years." --Bryan D. Jones, University of Washington. John Brehm is Associate Professor of Political Science, Duke University. Scott Gates is Associate Professor of Political Science, Michigan State University.

Keywords: public organization, government, bureaucrat's behavior in government.

Public Management

Advancing Public Management: New Developments in Theory, Methods, and Practice. Jeffrey L. Brudney, Laurence J. O'Toole, Jr., and Hal G. Rainey. Washington DC: Georgetown University Press. 2000.

http://www.amazon.com/Advancing-Public-Management-Developments-Practice/dp/0878408592/sr=1-2/qid=1168871053/ref=sr_1_2/102-5538563-7067303?ie=UTF8&s=books

Public management involves leading, coordinating, and stimulating public agencies and programs to deliver excellent performance. Research and practice of public management have developed rapidly in recent years, drawing on the fields of public policy, public administration, and business management. In carrying out their crucial roles in shaping what government delivers, public managers today must confront daunting challenges imposed by shifting policy agendas, constrained financial resources combined with constant public demands for a rich array of public services, and increasing interdependence among public, private, and third-sector institutions and actors. At the same time, these challenges and other developments offer exciting opportunities for improving knowledge and practice in public management, for the benefit of everyone. In this volume, leading scholars contribute advances in the theory, methods, and practice in this burgeoning field.

Keywords: public administration, public management, textbook

Administrative Argument. Christopher Hood and Michael Jackson. Dartmouth Publishing Group. 1991.

http://www.amazon.com/exec/obidos/tg/detail/-/1855210231/qid=1119480024/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-7918400-5046448?v=glance&s=books&n=507846

Keywords: public management, conflict management

Banishing Bureaucracy: the Five Strategies for Reinventing Government. David Osborne and Peter Plastrick. MA: Preseus Press. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0201626322/qid=1081550730/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

David Osborne's 1992 bestseller, *Reinventing Government*, was a landmark book that identified ten principles for creating a more efficient government. This essential sequel goes one step further, focusing on strategic levers for changing public systems and organizations on a permanent basis to achieve dynamic increases in effectiveness, efficiency, adaptability, and capacity to innovate. In an age of disillusionment with public service, *Banishing Bureaucracy* offers inspiring stories of organizations that really work and provides specific recipes for effective change. Here is a road map by which reinventors can actually make "reinvention" work.

Keywords: bureaucracy, public administration, reinventing government, textbook

Benchmarking for Best Practices in the Public Sector: Achieving Performance Breakthroughs in Federal, State, and Local Agencies. Patricia Keehley, Steven Medin, et al.,. CA: Jossey-Bass. 1996.

http://www.amazon.com/Benchmarking-Best-Practices-Public-Sector/dp/0787902993/sr=1-1/qid=1168870997/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

For leading companies in the private sector, benchmarking has become a major catalyst for change and a key tool for gathering information from competitors and process leaders, as well as from within. *Benchmarking for Best Practices in the Public Sector* is a unique practical guide that shows public officials and administrators at all levels of government how to identify the best practices and implement them in their organizations.

Keywords: public administration, performance measurement, textbook

Beyond the New Public Management: Changing Ideas and Practices in Governance. Martin Minogue, Charles Polidano, and David Hulme. MA: Edward Elgar Pub. 1999.

<http://www.e-elgar.com/>

Beyond the New Public Management is an important book which provides a comprehensive analysis of current conceptual debates in public management and governance. It critically reviews attempts made over the last two decades to apply the 'new public management' model in developed and developing countries.

Keywords: new public management, public administration, textbook

Bureaucracy and Self-Government: Reconsidering the Role of Public Administration in American Politics. Brian Cook. DC: Johns Hopkins University Press. 1996.

<http://www.press.jhu.edu/press/books/titles/f96/f96cobu.htm>

Traces, often quite nicely and originally, the tension between what the author calls 'instrumental' and 'constitutive' conceptions of public administration through American history... a provocative argument...[that] provides extensive evidence of the potency of the instrumental conception of the bureaucracy for American politicians.

Keywords: new public administration, public administration, textbook

Caught Between the Dog and the Fireplug, or How to Survive Public Service. Kenneth Ashworth. Dartmouth Publishing Group. 1991.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0878408479&TXT=Y&itm=1>

Replete with practical advice for anyone considering a career in federal, state, or local government, *Caught Between the Dog and the Fireplug, or How to Survive Public Service* conveys what life is really like in a public service job. The book is written as a series of lively, entertaining letters of advice from a sympathetic uncle to a niece or nephew embarking on a government career."

"Kenneth Ashworth draws on more than forty years of public sector experience to provide advice on the daily challenges that future public servants can expect to face: working with politicians, bureaucracy, and the press; dealing with unpleasant and difficult people; leading supervisors as well as subordinates; and maintaining high ethical standards. Ashworth relates anecdotes from his jobs in Texas, California, and Washington, D.C., that illustrate with humor and wit fundamental concepts of public administration." "Be prepared, says Ashworth, to encounter all sorts of unexpected situations, from the hostile to the bizarre, from the intimidating to the outrageous. He shows that in the confrontational world of public policymaking and program implementation, a successful career demands disciplined, informed thought, intellectual and personal growth, and broad reading. He demonstrates how, despite the inevitable inefficiencies of a democratic society, those working to shape policy in large organizations can nonetheless effect significant change - and even have fun along the way. The book will interest students and teachers of public administration, public affairs, policy development, leadership, or higher education administration. Ashworth's advice will also appeal to anyone who has ever been caught in a tight spot while working in government service.

Keywords: public management, public service

Comparative Public Management: Putting U.S. Public Policy and Implementation in Context. Randall Baker, Conn: Praeger Publishers. 1994.

http://www.amazon.com/exec/obidos/tq/detail/-/027594347X/qid=1081550989/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

In this new approach to a comparative text in public management, Randall Baker examines how, why, and to what extent the public sector around the world has shared in the "management revolution." The book is designed to isolate and demonstrate the essential "American-ness" of the United States' public service by holding it up to the mirror of other developed democracies. While there are lessons to be learned from other countries, Baker and his expert contributors examine the complexities of making comparisons across cultures, even within broadly similar democratic systems, and urban-industrial economies.

Keywords: comparative public management, public administration, textbook

Creating Public Value: Strategic Management in Government. Mark H. Moore. Cambridge, MA: Harvard University Press.

http://bookshop.blackwell.co.uk/jsp/id/0674175581/Creating_Public_Value_Strategic_Management_in_Government.html

A summation of 15 years of research on what public-sector executives should do to improve the performance of public enterprises. Cases are used to illuminate their broader lessons for government managers.

Keywords: public management, public service, strategic management

Getting Up to Speed in Government: Critical Success Strategies for New Public Managers at All Levels. Peter H. Daly, Michael D. Watkins, Cate Reavis. Boston: Harvard Business School Publishing. 2006.

http://bookshop.blackwell.co.uk/jsp/id/1591399556/Getting_Up_to_Speed_in_Government_Critical_Success_Strategies_fo.html

More than 250,000 public sector managers in the United States take on new positions each year and many more aspire to leadership. Each will confront special challenges - from higher public profiles to a greater number of stakeholders to volatile political environments - that will make their transitions even more challenging than in the business world. Now, Michael H. Watkins, author of the best-selling book "The First 90 Days", applies his proven leadership transition framework to the public sector. Watkins and co-author, Peter H. Daly address the crucial differences between the private and public sectors that go to the heart of how success and failure are defined, measured, and rewarded or penalized. This concise, practical book provides a roadmap to help new government leaders at all levels accelerate their transitions by overcoming nine transition challenges, ranging from clarifying expectations to defining goals to building a team to managing personal stress. The authors also offer detailed strategies for avoiding major "transition traps."

Zeroing in on the challenges facing new government leaders, "Getting Up to Speed in Government" is an indispensable guide for anyone seeking to lead and succeed in the public sector.

Keywords: public management, public service, strategic management, public administration

Creating High-Performance Government Organizations; A Practical Guide for Public Managers. Mark G. Popovich. CA: Jossey-Bass. 1998.

http://www.amazon.com/High-Performance-Government-Organizations-Jossey-Bass-Management/dp/0787941026/sr=8-1/qid=1168870913/ref=sr_1_1/102-5538563-7067303?ie=UTF8&s=books

This is the most challenging time for public management that I have seen in my 35 years of public and non-profit service. The survivors, ten years from now, will be working in systems they could not possibly imagine now. They will have gotten there not just by luck, but by the full commitment of all members of their organizations and by dramatically different methods of public engagement. This book is an excellent resource for starting that journey and for assessing the progress of efforts to date.

Keywords: public administration, public management, performance measurement, textbook

Creating Public Value: Strategic Management in Government. Mark Moore. MA: Harvard University Press. 1997.

<http://www.hup.harvard.edu/S97Books/S97.Catalog/creat.public.value.html>

Mark Moore presents his summation of fifteen years of research, observation, and teaching about what public-sector executives should do to improve the performance of public enterprises. This book explicates some of the richest of several hundred cases used at Harvard's Kennedy School of Government and illuminates their broader lessons for government managers.

Keywords: new public management, public administration, public value, textbook

Developing Management Skills, sixth edition. David A. Whetten and Kim S. Cameron. Upper Saddle River, NJ: Prentice Hall Publishers. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/0131441426/qid=1119490614/sr=8-1/ref=pd_bbs_1/002-7918400-5046448?v=glance&s=books&n=507846

Skills-based, interactive, and cross-cultural, David Whetten and Kim Cameron's newest edition of *Developing Management Skills* will help you bridge the gap between learning management skills and applying those skills to the managing job at hand. Filled with experiential exercises, examples, and the latest in technology, this book clearly focuses on the *skills aspect of management*. The authors present a five-step process in each chapter for assessing, learning, analyzing, practicing, and applying your own abilities to build the foundation for effective management practice. Building on your personal, interpersonal, and group skills, *Developing Management Skills* is an interactive tool based on the authors' extensive and updated research on effective managers in private and public companies.

Keywords: public management, management skill/tool, public organization

Dynamics of Leadership in Public Service: Theory and Practice. Montgomery Van Wart. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Dynamics+of+Leadership+in+Public+Service+%3A+Theory+and+Practice>

Eminently readable, current, and comprehensive, *Dynamics of Leadership in Public Service* sets a new standard for instruction in college and professional courses on leadership, management, and organizational effectiveness. The text is exceptionally well organized, with key sections on leader assessment, characteristics, behaviors, styles, leadership theory, and evaluation and development. The author's comprehensive leadership action cycle provides an easy-to-follow theme for the entire book.

Among the text's many features are:

- a focus on the public sector;
- more than 100 in-text exhibits (vignettes, cases, and examples) that illuminate key points;
- an original, reproducible 360-degree survey instrument on leadership assessment; and
- end-of-chapter discussion questions and exercises.

Keywords: public management, public organization

Flirting With Disaster : Public Management in Crisis Situations (Bureaucracies, Public Administration and Public Policy). Saundra K. Schneider. M. E. Sharpe. 1995.

http://www.amazon.com/exec/obidos/tg/detail/-/156324571X/qid=1081551086/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

A study that poses the question of why the government handles some natural disasters successfully but fails miserably in other cases. Schneider employs information from journalistic and scholarly sources, along with her own research, in order to develop a general theoretical framework for analyzing governmental performance in disaster situations. She concludes that the success or failure of an emergency response depends on the size of the inevitable gap between the collective behavior of disaster victims and the bureaucratic procedures of public officials. Includes a number of case studies.

Keywords: crisis management, public administration, public management, textbook

The Future of Governing, *second edition*. B. Guy Peters. Lawrence: University Press of Kansas. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0700611304&TXT=Y&itm=1>

Global politics in the 1980s and 1990s have been transformed by revolution and reformation. Political systems have crashed or teetered precariously as entire governments and national boundaries have dissolved. Even the relatively stable industrialized democracies have been forced to reorganize their governments in the face of the increasing discontent of their citizens. Guy Peters provides a concise and insightful guide to the fundamental ideas underlying these reform movements and their future impact on governance. Focusing on Anglo-American examples, Peters reveals how the reform efforts reflect four major alternative models of state governance based respectively on the concepts of market, participation, flexibility, and deregulation. His close examination of these administrative models underscores their wide-ranging implications for reformers, bureaucrats, and public administrators, as well as the crucial importance of integrating ideals with contexts in any attempt to make government more responsive. An internationally recognized authority on public administration, Peters draws upon an impressive array of sources to provide a unique synthesis of new approaches to improving governance in the industrialized democracies. His work will help scholars and administrators alike gain a much clearer understanding of the ideas and processes that influence those approaches as the world moves ever nearer to millennium's end. This revised edition includes three new chapters that add valuable analysis and perspective to current debates surrounding the political and administrative change in less-developed countries, the deficiencies of public administration theory, and the ways in which reform begets further reform and creates a belief in the desirability of continuous reform. This book is part of the *Studies in Government and Public Policy* series.

Keywords: Public management, public reform, governance

Getting Agencies to Work Together: The Practice and Theory of Managerial Craftsmanship.

Eugene Bardach, Brooking Institution Press. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0815707983&itm=1>

Explains how the process of interagency collaboration works in the field of social services, and offers ideas for activists and practitioners of public management interested in furthering interagency collaboration. Overviews 19 cases of interagency collaboration, drawn from a variety of policy domains, and discusses elements of the collaborative process, such as consensus formation and negotiation over resource contributions.

Keywords: public management, interagency collaboration, negotiation between agencies

Global Public Management: Cases and Comments. Kathe Callahan, Dorothy Olshfski, Erwin Schwella. Thousand Oaks, CA: Sage Publications. 2004.

<http://www.amazon.com/exec/obidos/ASIN/0761927964/qid%3D1111071631/sr%3D11-1/ref%3Dsr%5F11%5F1/002-6383301-6605631>

Global Public Management offers a collection of cases illustrating managerial problems and policy situations that managers could face anywhere in the world. These cases are then analyzed by universal scholars and practitioners of public management. The case comments focus on identifying the problem in the case and offering suggestions on how to handle the conflict. Taken together, the case and the three different assessments of the case offer a marvelous way for students of

administration to gain vicarious experience in managing in a global environment. The cases describe situations that managers might face, and the comments offered by the experts clearly demonstrate that managerial problems are in the eye of the beholder and that there are the alternative strategies to solve the problem.

Key Features:

- The cases are short, between 3 and 10 pages in length, and they address issues that a typical public manager faces on the job.
- This book presents both the problematic situation and a host of proposed solutions.
- The suggested interpretations of the cases come from public administration academics and practitioners who have worked or are working in Africa, Asia, Europe, the Americas, and the Middle East.

Keywords: case study, global public management

Governing: Issues and Applications from the Front Lines of Government, 2nd Edition. Alan Ehrenhalt. CQ Press. February 2005.

<http://www.cqpress.com/product/Governing-Issues-and-Applications-from-2.html>

Distinguished author and editor Alan Ehrenhalt has chosen 40 articles that represent the best of what *Governing* has to offer: objective reporting about the issues that matter most, engaging writing by first-class journalists, and the ability to tell a good story while imparting important lessons about governance. With a focus on current controversies, hot policy debates, and recent political machinations, each reading comes from an issue published in the last two years. An ideal collection of applied case studies for public administration and management courses, this handy reader is especially useful for those instructors looking for more state and local coverage to supplement core texts.

This second edition continues to focus on key management functions such as personnel, performance, and leadership, as well as on the impact of changes in federalism, technology, and regulation. This edition also includes more policy coverage on crime, health, and education as well as other pressing concerns like homeland security and ethics in government.

Keywords: public administration, governance

Governmental Transparency in the Path of Administrative Reform. Suzanne J. Piotrowski. Suny Press, 2007.

<http://www.sunypress.edu/details.asp?id=61429>

How federal management reforms have impacted the implementation of the Freedom of Information Act.

The consequences of governmental reform are not always intended. In this book, Suzanne J. Piotrowski examines how federal management reforms associated with the National Performance Review have affected, and are still affecting, implementation of the Freedom of Information Act. The intersection of the New Public Management movement and the implementation of the U.S. federal government's transparency policy is, she argues, a clear example of unforeseen outcomes. Particular attention is paid to performance management, customer service, and contracting out initiatives, as well as to unintended consequences and their future implications for public administration scholars, practitioners, and reformers.

“The author heightens sensitivity to, and awareness of, the possibilities of unforeseen outcomes in efforts at public management reform.” — Harold C. Relyea, author of *Government at the Dawn of the 21st Century*

Handbook of Public Management Practice and Reform. K.T.Liou. Marcel Dekker. 2001.
http://www.amazon.com/exec/obidos/tq/detail/-/0824704290/qid=1082301812/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Containing 35 articles presented by Liou (public administration, University of Central Florida), this work examines changes and challenges in major areas of public administration, including budgeting, finance, human resources, and organizational management. Major topics include decentralization and deregulation, institutional arrangement and support, and cooperation between public and nonprofit organizations. The material is organized into eight parts which separately provide information about environmental changes and their impact on administration, focus on public budgeting and financial management, cover major changes in public human resource management, identify important issues and changes that relate to organization and general public management, look at selected policy issues and their impact on management, examine past reform efforts, address new ideas and emerging markets in public management, and explore challenges to public administration education and changes in professional associations.

Keywords: handbook, public management, practice, reform

Handbook of Public Services Management. Christopher Pollitt and Harrison Stephen. Blackwell Publishers. 1994.
http://www.amazon.com/exec/obidos/tq/detail/-/0631193456/qid=1082302080/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The *Handbook of Public Services Management* brings together twenty leading contributors to cover all the key issues affecting public services management. It is organized in a practical way to help students and professionals approach strategic issues.

Keywords: handbook, public management, public services

Handbook of Strategic Management. Jack Rabin (Editor), Gerald J. Miller (Editor). Marcel Dekker. 2000.
http://www.amazon.com/exec/obidos/tq/detail/-/0824703391/qid=1082302356/sr=1-2/ref=sr_1_2/102-1404922-2673704?v=glance&s=books

The purpose of this new edition of a guide to organization strategy is to provide 38 broad-based, bibliographic essays covering theory, concepts, and practice. The editor's aim is to bring together in one forum literature from the public and private sectors, as well as to relate applications in business, government at all levels, and nonprofits, especially health care providers and academic institutions.

Keywords: handbook, organization strategy, strategic management

How Management Matters: Street-Level Bureaucrats and Welfare Reform. Norma M. Riccucci, Georgetown University Press. 2005.

<http://www.amazon.com/exec/obidos/ASIN/1589010418/bookpriceline-20/ref/002-6383301-6605631>

How Management Matters examines not only how but where public management matters in government organizations. Looking at the 1996 welfare reform law (the Personal Responsibility and Work Opportunity Reconciliation Act, or PRWORA), Riccucci examines the law's effectiveness in changing the work functions and behaviors of street-level welfare workers from the role of simply determining eligibility of clients to actually helping their clients find work. She investigates the significant role of these workers in the implementation of welfare reform, the role of public management in changing the system of welfare under the reform law, and management's impact on results. In this case ensuring the delivery of welfare benefits and services to eligible clients. Over a period of two years, Riccucci traveled specifically to eleven different cities, and from interviews and a large national survey, she gathered quantitative results from cities in such states as New York, Texas, Michigan, and Georgia that were selected because of their range of policies, administrative structures, and political cultures. General welfare data for all fifty states is included in this rigorous analysis, demonstrating to all with an interest in any field of public administration or public policy that management does indeed matter.

Keywords: public management, street-level bureaucrats, textbook, welfare reform

Improving Service Quality in the Global Economy. Michael Milakovich. University of Miami, Coral Gables: FL. 1995.

<http://www.amazon.com/exec/obidos/ASIN/188401545X/bridgebooks/104-9011404-7759907>

Organizations are struggling to improve customer-focused quality in today's highly competitive domestic and global markets. Better design, implementation, and daily management of quality improvement strategies is essential for survival. Quality improvement principles, when thoughtfully applied and appropriately modified to meet all types of customer demands, are a sound means to respond to changing markets. However, when various quality and productivity theories and methods are applied without changing the organizational culture, it is very difficult to consistently deliver quality results. This important new book focuses on quality improvement methods for high performance in public and private services not covered in other books: applications focus on construction, education, government, insurance, public utilities, health care, and nonprofit services. Rather than detailing the technical processes to achieve inspection, planning, quality auditing, statistics, or risk assessment, this book presents step-by-step guidelines, recommendations, and action plans for changing service organizations to implement quality improvements. Sound theory and careful strategic planning are presented to assist readers in developing an understanding of how to select the essential elements of systems that best fit their customers' needs.

Keywords: global economy, improving service quality

Innovation in American Government, Challenge, Opportunities, and Dilemmas. Alan A. Altshuler. DC: Brookings Institute. 1997.

<http://www.brookings.org/press/books/innovat.htm>

The contributors to this book analyze a number of issues raised by the task of innovation, including: Who is responsible for innovating? How can innovative individuals and teams be held accountable? What kinds of organizational arrangements beget the most innovation? How can innovation be fostered in agencies devoted to routinization? How should innovative ideas be disseminated? And what exactly is an "innovation" anyway? The contributors gathered data for this book from winners

and finalists in the Ford Foundation's Innovations Awards program, as well as from other innovators and innovations.

Keywords: innovation, public administration, public management, textbook

International Dictionary of Public Management and Governance. Gambhir Bhatta. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=International+Dictionary+of+Public+Management+and+Governance>

This authoritative, up-to-date resource will become the standard reference on the theory and practice of public management around the world. Public management addresses strategy, policy processes, and governance as well as the bureaucratic concerns of public administration. Reflecting this diversity, the *Dictionary* incorporates concepts from various other fields including economics, political science, management, sociology, and psychology. The reference draws from an extensive literature base including books, journals, websites, research reports, government proceedings, legal documents, and international and organizational reports. As the primary source of ready information for students, researchers, scholars, and practitioners, it defines all the fundamental concepts of public management, their applications, and all relevant theories, complete with sources and references.

Keywords: public management, governance

The Internationalization of Public Management: Reinventing the Third World State. Willy McCourt (Editor) and Martin Minogue (Editor). Chichester: Edward Elgar. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=1840649909&itm=1>

Examines the conceptual and practical problems attending the transfer of public management reforms to the state systems of developing and transitional economies. Discussion encompasses administrative reform in core civil services, privatization and regulation in developing countries, human resource management and new public management, and information systems and public sector reform in the Third World. Some material originated at a 1997 conference, and many contributors were involved as advisors to the Presidential Commission on the Transformation of the Public Service in South Africa in 1998. The editors are affiliated with the Institute for Development Policy and Management at the University of Manchester, UK.

Keywords: public management, international management, developing countries

Managing Chaos and Complexity in Government: A New Paradigm for Managing Change, Innovation, and Organizational Renewal. L. Douglas Kiel. San Francisco: Jossey-Bass. 1994.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0787900230&TXT=Y&itm=1>

In this book, L. Douglas Kiel presents a framework that addresses the new chaos of public management and the need for responsive change and innovation. By acknowledging the potential for positive change and renewal that can arise from uncertainty and instability, Kiel offers managers a different paradigm for transforming government performance. The book is filled with charts, graphs,

and practical computer spreadsheet exercises designed to give public managers and students hands-on experience

Keywords: public management, complexity management, transforming of government performance

Management Handbook for Public Administrators. J.W. Sutherland N.Y.: Van Nostrand and Reinhold. 1978.

http://www.amazon.com/exec/obidos/tg/detail/-/0442280734/qid=1082302731/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Includes information gathering, policy analysis and related management concerns for the public administrator.

Keywords: handbook, policy analysis, public administration

Managing Information in the Public Sector. Jay D. White. M.E.Sharpe, 2007.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Managing+Information+in+the+Public+Sector>

This first-of-its-kind textbook addresses the new NASPAA curriculum requirements on Information Management. It is designed as a stand-alone text for an Information Management course in a Public Administration program, and can also serve as a professional resource for public managers.

Managing Information in the Public Sector covers both the basics of information technology and the managerial and political issues surrounding the use of these technologies. Unlike other works on information systems that are written for MBA programs and require a general survey course in MIS, this book is written specifically for the public sector and addresses unique public sector issues and concerns. The technical basics are explained in clear English with as little technical jargon as possible so that readers can move on to informed analysis of the public policy issues surrounding government's use of MIS. This timely learning tool includes end of chapter summaries with bridges to upcoming chapters, numerous boxed exhibits, thorough end-of-chapter notes and a bibliography for further reading.

Managing the Public Sector, 7th Edition. Grover Starling. Brooks-Cole Publishing. 2005.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534631509&disciplinenummer=20

Combining the most current public management thinking and research with examples of how organizations apply these ideas, *Managing the Public Sector* is a comprehensive introduction to the field. In its seventh edition, the goal of the text remains the same; it seeks to engage the student's intellect by going beyond providing the basic foundation of management. The text places the application of management in the context of the public sector and tries to capture some of the excitement and challenge of the field.

Keywords: public administration, public management, public sector, textbook

National Performance Review - Creating a Government That Works Better and Costs Less: Intelligence Community - from Red Tape to Results. Albert R. Gore,
National Performance Review: FEMA. Washington DC: GPO, 1994.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0788134035&itm=1>

The IC is a federation of 13 Executive Branch agencies whose core was established by the National Security Act of 1947. Recommendations & actions: enhance IC integration; enhance community responsiveness to customers; reassess information collection to meet new analytical challenges; integrate IC information management systems; develop integrated personnel & training systems; merge the Pres. Intelligence Oversight Board with the Pres. Foreign Intelligence Advisory Board; improve support to ground troops during combat operations.

Keywords: government performance, government productivity

New Public Management. Jan-Erik Lane. UK: Routledge Press. 2000.
<http://www.routledge.com/>

New public management is a topical phrase to describe how management techniques from the private sector are now being applied to public services. This book provides a completely up-to-date overview of the main theoretical models of public sector management, and examines the key changes that have occurred as more and more public services are contracted out to private organizations, as the public sector itself grapples with 'internal markets'. Drawing on economics, organizational theory and politics, Jan-Erik Lane presents new public management from an analytical perspective. This book uses game theory and empirical studies in order to assess the pros and cons of new public management.

Keywords: new public management, public administration, textbook

New Public Management: Improving Research and Policy Dialogue. Michael Barzelay.
University of California Press. 2001.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0520224434&itm=1>

How policymakers should guide, manage, and oversee public bureaucracies is a question that lies at the heart of contemporary debates about government and public administration. In their search for better systems of public management, reformers have looked in particular at the United Kingdom, Australia, and New Zealand. These countries are exemplars of the New Public Management, a term used to describe distinctive new themes, styles, and patterns of public service management. Calling for public management to become a vibrant field of public policy, this valuable book consolidates recent work on the New Public Management and provides a basis for improving research and policy debate on managing public bureaucracies

Keywords: public management, new public management, public reform

Organizational Behavior 1: Essential Theories of Motivation and Leadership. John B. Miner. M.E. Sharpe Inc. 2005.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Organizational+Behavior+1%3A+Essential+Theories+of+Motivation+and+Leadership>

This comprehensive text provides a detailed review and analysis of the building-block theories in Organizational Behavior. John Miner has identified the key theories that every student or scholar needs to understand to be considered literate in the discipline.

Organizational Behavior I: Essential Theories of Motivation and Leadership analyzes the work of leading theorists. Each chapter includes the background of the theorist represented; the context in which the theory arose; the initial and subsequent theoretical statements; research on the theory by the theory's author and others (including meta-analysis and reviews); and practical applications. Special features including boxed summaries of each theory at the beginning of each chapter; two introductory chapters on the scientific method and the development of knowledge; and detailed and comprehensive references help make this text especially useful for graduate courses in Organizational Behavior and Industrial/Organizational Psychology.

Keywords: public management, organizational theory

The Oxford Handbook of Public Management. Ewan Ferlie, Lawrence E. Lynn, Christopher Pollitt. Oxford: Oxford University Press. 2005.

http://bookshop.blackwell.co.uk/jsp/id/0199259771/The_Oxford_Handbook_of_Public_Management.html

The public sector continues to play a strategic role across the world. The last thirty years have seen major shifts in approaches to public sector management in many different countries. There is also a fierce debate across academic disciplines about contemporary public administration/management: some advocate the use of more managerialist approaches; while others critique them. New functions have also arisen in the public sector, such as evaluation or management consulting, which require analysis. There is a renewed need for an analysis of contemporary public sector organizations, which are changing rapidly before our eyes. Thus it is time for an authoritative assessment of the major trends in public management, embracing both their intended and unintended effects. This Handbook brings together leading international scholars to comment on key current issues. The individual chapters include a mix of broad overviews, in depth exploration of particular thematic areas and analyses of different theoretical perspectives, such as political science, management, sociology and economics. The authors have been given sufficient space to develop their distinctive arguments.

The editors provide an overall concluding chapter. The Handbook combines scholarly rigor, engaging writing from senior authors and high policy relevance. It will be relevant to advanced students, researchers and reflective public sector practitioners.

Keywords: public management

Public Administration: Concepts and Cases, *seventh edition*, Richard J. Stillman II (ed.). Houghton Mifflin & Company. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0618310452&TXT=Y&itm=1>

This best-selling introduction to public administration is praised by instructors and students alike for its unique framework, in which conceptual readings are paired with case studies. The concept-case study approach allows students to test theory against examples of real-world practice.

Keywords: public management, public administration, case study approach

Public Administration Workbook, *fourth edition*. Mark Huddleston. Pearson Education, 1999.

http://www.amazon.com/Public-Administration-Workbook-Mark-Huddleston/dp/0321273354/sr=1-1/qid=1168872596/ref=pd_bbs_sr_1/102-5538563-7067303?ie=UTF8&s=books

Providing hands-on exercises, this unique workbook engages students in the study of public administration and helps them gain a deeper understanding of the field through a wide range of practical applications. Connecting theory and practice, a brief theoretical introduction precedes each exercise, explaining why the technique is important and how it is anchored in public administration. A new website at www.awlonline.com/huddleston provides further resources for students and instructors.

Keywords: public management, workbook, management technique in government

Public Management as Art, Science, and Profession. Laurence E. Lynn. NY: Chatham House Pub. 1996.

http://www.amazon.com/Public-Management-Science-Profession-Administration/dp/1566430348/sr=1-1/qid=1168557985/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

This neat volume demystifies the field of public management and establishes it within both public administration and public policy. Lynn outlines the diversity of the public management enterprise and navigates through its concepts, contradictions, and challenges. The book will clearly help professional and students build bridges between usually disparate intellectual and practice worlds.

Keywords: new public management, public administration, textbook

Public Management in an Interconnected World: Essays in the Minnowbrook Tradition (Contributions in Political Science). Mary Timney Bailey (Editor), Richard T. Mayer (Editor). Westport, CT: Greenwood. 1992.

http://www.amazon.com/exec/obidos/tg/detail/-/0313274576/qid=1082305938/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This collection of essays seeks to improve decision making among public administrators who operate organizations in an increasingly complex and interdependent world. Contributors with different expertise examine the theories and experience of public management in an effort to find ways to deal more effectively with the complex programs, policies, and problems confronting academicians and professionals in all the social and behavioral sciences.

Keywords: handbook, interconnected world, public management

Public Management Reform: A Comparative Analysis. Christopher Pollitt and Geert Bouckaert. NY: Oxford University Press. 2000.

<http://www.oup-usa.org/isbn/019829722X.html>

In this major new contribution to a rapidly expanding field, the authors offer an integrated analysis of the wave of management reforms which have swept through so many countries in the last twenty years. The reform trajectories of ten countries are compared, and key differences of approach discussed. Unlike some previous works, this volume affords balanced coverage to the 'New Public Management' (NPM) and the 'non-NPM' or 'reluctant NPM' countries.

Keywords: public administration, public management reform, textbook

Public Management Reform and Innovation: Research, Theory, and Application. H. G. Frederickson, Jocelyn Johnston. AL: University of Alabama Press. 1999.

<http://www.uapress.ua.edu/NewSearch2.cfm>

Leading scholars present the most complete, as well as the most advanced, treatment of public management reform and innovation available. Given the growing desire to reinvent government, there are hard questions to be asked: Is the private sector market model suitable and effective when applied to reforming public and governmental organizations? What are the major political forces affecting reform efforts in public management? How is public management reform accomplished in a constitutional democratic government? How do the values of responsiveness, professionalism, and managerial excellence shape current public management reforms? In this volume, editors H. George Frederickson and Jocelyn M. Johnston bring together scholars with a shared interest in empirical research to confront head-on the toughest questions public managers face in their efforts to meet the demands of reform and innovation. Throughout the book, the authors consider the bureaucratic resistance that results when downsizing and reinvention are undertaken simultaneously, the dilemma public managers face when elected executives set a reform agenda that runs counter to the law, and the mistaken belief that improved management can remedy flawed policy.

Keywords: public administration, public management, textbook

Public Management Systems: Monitoring & Managing Government Performance. James Swiss. NJ: Prentice Hall, 1991.

http://www.amazon.com/exec/obidos/tg/detail/-/013737545X/qid=1081551370/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

This overview demonstrates how government managers can set agency goals and monitor results. Focuses on two types of management systems — performance monitoring systems and management by objectives (MBO). Treats all levels of government, emphasizing the political environment. Suggests specific, practical ways to integrate generated performance information into such areas as budgeting, personnel, and productivity management. Discusses ways that managers can set up results centers, patterned on business profit centers. Uses real-life examples and applies concepts with short, fictional case studies.

Keywords: public administration, public management system, textbook

The Pursuit of Significance: Strategies for Managerial Success in Public Organizations.

Robert B. Denhardt. Waveland Press, Inc. n.d.

<http://www.waveland.com/Titles/Denhardt.htm>

Highly progressive public managers around the world are now departing from traditional management practices and making dramatic improvements in the quality and productivity of their organizations. The author examines the approaches and philosophies that have guided the work of these “revolutionary” public managers. This book provides the tools with which to transform hierarchical, rule-bound public bureaucracies into organizations driven by a commitment to common purpose, a concern for high-quality public services, empowerment and shared leadership, a strategy of pragmatic incrementalism, and a dedication to public service. These five approaches provide a model by which public managers might more effectively carry out their own commitment to active and responsive public service. Moreover, public managers will find their own work assuming even greater meaning and significance.

Keywords: strategic management, organizational theory, public administration

Quality Public Management: What It Is and How It Can Be Improved and Advanced. George Beam. Rowman and Littlefield: Burnham. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0830415696&itm=1>

Keywords: public administration, quality management,

Reinventing Government: How the Entrepreneurial Spirit Is Transforming the Public Sector.

David Osborne and Ted Gaebler. Penguin Group. 1992.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0452269423&itm=1>

In this policy-shaping book, Osborne and Gaebler show the way toward nothing less than an American perestroika, shaking up accepted notions of what governance means with success stories of ghetto schools that brilliantly educate, sanitation departments that make a profit, and police departments that are as efficient as any high-tech corporation.

Keywords: government reform, public management, transformation of government

Reinventing Government in the Twenty-First Century: State Capacity in a Globalizing Society.

Dennis A. Rondinelli and G. Shabbir Cheema, eds. West Hartford, CT: Kumarian Press, 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=1565491793&itm=1>

Keywords: government reform, public management, transformation of government

Reinventing Government or Reinventing Ourselves: The Role of Citizen Owners in Making a Better Government. Hindy Lauer Schachter. NY: State University of New York, 1997.
http://www.amazon.com/Reinventing-Government-Ourselves-Citizen-Administration/dp/079143155X/sr=1-1/qid=1168557803/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Challenging the assumptions of the "reinventing-government" movement now in vogue, this book unites a call for active citizenship with the current concern for improving public-agency performance. The author argues that citizens should not be viewed as customers of government, as reinventing-government advocates assume, but rather as government's owners. By analyzing a turn-of-the-century model of urban reform that depicts this relationship between citizens and government, Schachter shows how reinvigorating an active public is essential to increasing agency efficiency and responsiveness. She offers two strategies for moving toward active citizenship: better citizenship education, including service learning and public agencies' provision of better-focused information for their owners. This book will spark much-needed debate on the role of active citizens in administrative reform.

Keywords: public administration, public management, reinventing government, textbook

Rethinking Public Services. Rajiv Prabhakar. Palgrave Macmillan. 2006.
http://bookshop.blackwell.co.uk/jsp/display_product_info.jsp?isbn=1403921571

The nature, organization and delivery of public services and how to cope with increasing demands for welfare in a globalizing world has become a central topic of debate - both political and academic - throughout the developed world. In this important new text, Rajiv Prabhakar reviews the evidence for different models of public services arguing that a combination of state, market and civil society provision is essential in the twenty-first century and drawing out the implications for different contexts, services and forms of provision.

Keywords: public administration, public management

Seamless Government: A Practical Guide to Re-Engineering in the Public Sector. Russell M. Linden. CA: Jossey-Bass, 1994.
http://www.amazon.com/Seamless-Government-Practical-Re-Engineering-Workbook/dp/0787944866/sr=1-1/qid=1168557501/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Shows government agencies how to meet the needs of customers seamlessly, that is, in a smooth, effortless, responsive manner. Details a step-by-step approach to assess, design and implement significant change in all levels of government and how to overcome resistance along the way.

Keywords: public administration, public management, reengineering, textbook

Strategic Choices in Reforming Public Service Employment: An International Handbook. Carlo Dell'Aringa, Rocca D. Giuseppe, and Berndt Keller. Macmillan. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/0333921623/qid=1082308556/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Although many industrialized countries have had to face the same political and economic pressures in reforming their public sectors there have been different reactions and a diversity of solutions to the

emerging problems. This book examines the most significant initiatives targeted towards the restructuring of public sector employment relations in countries belonging to the Organization for Economic Cooperation and Development. The contributors focus on national and local governments, and health, education and social services. The first section provides an up-to-date analysis of six European countries. The second part considers the US, Canada, New Zealand, Australia and Japan.

Keywords: handbook, public personnel reform, public service reform

Strategic Management for the Public Services. Paul Joyce. UK: Open University Press. 1999.
<http://www.openup.co.uk/>

This is an accessible introduction to the theory and practice of strategic management in the public sector. It is written for new and experienced managers, undergraduate and postgraduate students of the public services.

Keywords: public administration, public management, strategic management, textbook

Strategic Planning for Local Government: A Handbook for Officials and Citizens. R. L. Kemp. McFarland & Company. 1993.
http://www.amazon.com/exec/obidos/tq/detail/-/0899508324/qid=1082308681/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

You'd think 'strategic planning' would be obvious. It has long been a common practice in the corporate world. It has, however, only recently been applied to the public sector. Local governments find such planning increasingly useful as they strive to overcome the constraints imposed by traditional, short-term government planning practices. These 24 articles examine sound (proven) public sector strategic planning theories. They demonstrate the different kinds of planning used in 16 successful governments, and provide assessments of the future of this important tool.

Keywords: handbook, local government, strategic planning

Sustaining Innovation: Creating Nonprofit and Government Organizations That Innovate Naturally. Paul Charles Light. CA: Jossey-Bass. 1998.
<http://www.JosseyBass.com/cgi-bin/catalog/search/title?isbn=0-7879-4098-4>

Filled with real success stories and practical lessons learned, *Sustaining Innovation* offers examples of how organizations can take the first step toward innovativeness, advice on how to survive the inevitable mistakes along the way, and tools for keeping the edge once the journey is complete.

Keywords: innovation, public administration, public management, textbook

The Blackwell Handbook of Strategic Management. Michael A. Hitt (Editor), R. Edward Freeman (Editor), Jeffrey S. Harrison (Editor). Blackwell Publishing 2001.

http://www.amazon.com/gp/product/0631218610/sr=1-1/qid=1154791032/ref=pd_bbs_1/102-9150357-4808950?ie=UTF8&s=books

A comprehensive reference text including strategic management theory and research. Includes original contributions from management experts.

Keywords: handbooks, strategic management

The Global Public Management Revolution: A Report on the Transformation of Governance.

Donald F. Kettl. Washington DC: Brookings Institute Press. 2000.

http://www.brook.edu/press/books/management_reform.htm

This book offers a close analysis of the political, social, economic, and institutional forces that have prompted governments world-wide to aggressively pursue such similar strategies at the same time. The report examines the basic models of reform—especially in the United States and New Zealand—along with the standard strategies and tactics behind them. These tools shape important problems of governance and raise profound implications for it in the twenty-first century.

Keywords: governance, public management, textbook

The New Effective Public Manager: Achieving Success in a Changing Government. Steven Cohen and William Eimicke. CA: Jossey-Bass. 1994.

http://www.amazon.com/New-Effective-Public-Manager-Administration/dp/0787900877/sr=1-1/qid=1168557362/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

This updated and expanded edition shows managers how to meet the new challenges of public management head-on rather than simply working around the constraints of government. New information includes the response to the crisis in management as reflected in ideas and recommendations generated from the Volcker, Winter, and Gore commission reports; the effectiveness of the reinvention and reengineering movements in public management; applying hands-on, real-world tested total quality management techniques to the public sector; and much more.

Keywords: public administration, public management, public manager, textbook

The SMS Blackwell Handbook of Capability Management, Emergence, Development and Change. C. Helfat. Blackwell, 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/1405103043/qid=1082308499/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

How do the resources and capabilities of organizations emerge and develop over time? This Handbook brings together scholars of strategic management, economics, history, organizational theory, international business, and technology management in order to address this question. Many of the contributions present new theoretical or empirical material which enhances our understanding of how organizational resources and capabilities evolve. Others offer thought-provoking commentary on current streams of research. Several themes recur throughout the volume, including: the role of geographic location and social networks; the influence of managerial mindset; and the co-evolution of resources and capabilities with other factors, including products. The chapters are organized

according to a time line of resource and capability evolution. This body of work provides a firm basis for future research and practice, promoting a better understanding of why firms, industries, technologies, and even entire economies fare well or poorly.

Keywords: capacity management, handbook

Transforming Public Policy: Dynamics of Policy Entrepreneurship and Innovation. Paula J. King. Jossey-Bass Inc. 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0787902020&TXT=Y&itm=1>

Transforming Public Policy shows how individuals can influence and fundamentally redirect public policy through the strategic use of policy entrepreneurship and innovation. Using the example of a single in-depth study - public school choice in Minnesota - the authors provide specific guidelines for achieving large-scale system change. The case illustrates the entire process of entrepreneur-driven radical change by following the issue of public school choice from its beginning, as an innovative idea, through its four-year legislative process, to its implementation into practice within the Minnesota school system. The book includes personal profiles of six change agents who worked toward this large-scale transformation and chronicles their activities, strategies, and tactics, providing an insightful analysis of what it takes to be a successful policy entrepreneur. Nancy Roberts and Paula King offer an understanding of radical change that is useful to practitioners, researchers, and policy scholars and they provide a wealth of recommendations and information.

Keywords: public management, transformation of government, government reform

Understanding and Managing Public Organizations, third edition. H. G. Rainey. San Francisco: Jossey-Bass. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0787965618&TXT=Y&itm=1>

This new edition of Hal G. Rainey's award-winning book *Understanding and Managing Public Organizations* (1991) provides a comprehensive, up-to-date analysis of research on public organizations and management, with new tables, figures, and other teaching tools designed to make this book even more useful in graduate courses. Using numerous real-life vignettes and examples, the book summarizes expert analysis on goals, power, effectiveness, motivation and work attitudes, decision making, and more. Drawing on a comprehensive review of current research about government organizations and managers--and about effective and ineffective practices in government--it offers specific suggestions for managing these challenges in today's public organizations. The book has been updated to include coverage of recent trends and developments such as total quality management, the National Performance Review, the reinventing government movement and other recent reform efforts, privatization, and managing for excellence. In addition, Rainey draws from major national surveys to reveal important new development in areas such as public service motivation and the structure of public agencies. This new edition of *Understanding and Managing Public Organizations* covers these topics and findings to make the book a more valuable reference for students, scholars, and managers alike.

Keywords: public management, public organization, organizational management.

Public Performance and Measurement

Accounting and Performance Measurement: Issues in the Private and Public Sectors.

Irvine Lapsley (Editor), Falconer Mitchell (Editor). Chapman, Paul Educational Publishing, 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=1853963240&itm=2>

Keywords: performance measurement, public sector.

Accountability for Performance: Measurement and Monitoring in Local Government. Edited by David N. Ammons. ICMA. 1995.

http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&Product_ID=135&CATID=4

An insightful, up-to-date guide to assessing local government service quality. The carefully selected articles will show you how to: create valid, useful performance measures; develop a comprehensive performance assessment system; use measurement data to improve service delivery quality and productivity; and involve employees in the assessment of service quality. Includes examples from local governments around the country.

Keywords: accountability, performance measurement, local government

Accountability, Performance Reporting, Comprehensive Audit - An Integrated Perspective.

Guy LeClerc, David Moynagh, Jean-Pierre Boisclair, and Hugh Hanson. Ottawa: CCAF-FCVI, 1996.

http://www.seagov.org/bibliography/books_by_category.shtml

Keywords: Performance measurement, performance auditing, government document

Auditor Roles in Government Performance Measurement: A Guide to Exemplary Practices at the Local, State, and Provincial Levels. Paul D. Epstein, Stuart S. Grifel, and Stephen L. Morgan, The Institute of Internal Auditors, 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/0894135341/gid=1119417286/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

Learn how to improve measurement, management, and accountability of your entity. This research report includes: An experience-derived framework of roles and practices you can implement to add value to the performance measurement and management of your organization. The principles, criteria, and audit steps you should follow in these practices. Details on major audit products, including citizen surveys and public performance reports. Four case studies providing professional insight in the evolution of these practices and the profession.

Keywords: performance measurement, productivity, government documents

Balanced Scorecard Step-by-Step: Maximizing Performance and Maintaining Results.

Paul Niven, author. Wiley, John & Sons, Incorporated. June 2003.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?z=y&isbn=0471423289&TXT=Y&itm=2>

The Balanced Scorecard is the leading methodology for implementing performance management systems and improving efficiency. Focusing directly on the public and not-for-profit sectors, this book

helps these organizations overcome the unique challenges they face when implementing a Balanced Scorecard. Guides government and nonprofit organizations through the implementation of a performance management system using the Balanced Scorecard. Authors bring a wealth of implementation knowledge and experience to this book, leading to hands-on, practical guidance and tips to that ensure success. Identifies and tackles head-on the serious obstacles unique to the world of government and nonprofits in implementing the balanced scorecard methodology. Includes action plans to walk the reader through specific implementation challenges.

Challenging the Performance Movement: Accountability, Complexity, and Democratic Values.

Beryl A. Radin. Washington, DC: Georgetown University Press. 2006.

http://bookshop.blackwell.co.uk/jsp/id/1589010914/Challenging_the_Performance_Movement_Accountability_Complexity_a.html

Challenging the Performance Movement looks at the problems with performance management that are typically glossed over.

Keywords: performance measurement, accountability

Citizen-Driven Government Performance. Edited by Marc Holzer and Se-Koo Rhee. 2006.

<http://spaa.newark.rutgers.edu/publications.html>

In this volume, the National Center for Public Productivity (NCP) in the United States and the Seoul Development Institute (SDI) jointly begin to research about citizen-driven government performance. All contributors have attempted to research about performance measurement and improvement, performance-based management, citizen satisfaction surveys, evaluation and their application programs.

Comparative Performance Measurement: FY 2004 Data Report. ICMA Center for Performance Measurement. 2005.

http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&Product_ID=509&CATID=4

This 10th annual report of the ICMA Center for Performance Measurement provides comparative data on police, fire, neighborhood, and support services for 87 cities and counties participating in the Center's comparative performance measurement program.

The report includes 220 tables and graphs of efficiency, input, output, and outcome measures, citizen survey data, mean and median values for jurisdictions of various population sizes, explanatory information, and time-trend data compared to prior years' results.

Keywords: comparative public administration, performance measurement, performance management

Comparative Performance Measurement. E. Morley, Harry P. Hatry, and Scott P. Bryant. Urban Institute Press. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c70tiqBVI&isbn=0877667004&TXT=Y&itm=1>

Presents a method for measuring the performance of public agencies against similar agencies. The guide explains how to determine the scope of a comparative performance measurement effort, how

to select data that measurable and meaningful, and how to develop data instruments and procedures to maximize the useful data collected.

Keywords: performance measurement, performance management

Contracts, Performance Measurement and Accountability in the Public Sector. G. Drewry, C. Greve and T. Tanquerel (editors). IOS Press. 2005.

<http://www.iospress.nl/loadtop/load.php?isbn=1586034960>

This book addresses issues to do with public accountability, audit and performance measurement that are both highly topical and of crucial importance to the theory and practice of public administration in an era of contractualized public management. The literature on public sector contracting – covering both ‘hard’ agreements (ones that are legally enforceable) and ‘soft’ agreements (enforced by negotiation and mutual trust) - has been growing for some time, and the present book adds a primarily European perspective on contracting, performance-based management and accountability. One important aspect of this study is its recognition that those responsible for monitoring public services, and holding them to account, have had - to an increasing extent - to reconcile tensions between, on the one hand, the need for strong oversight and, on the other, the encouragement of innovation and risk in an increasingly competitive and entrepreneurial public service culture.

Following an introductory overview by the three editors the book is in three parts. The first part deals with the theory and practice of performance measurement and evaluation; the second part provides a series of specific case studies of audit and accountability in a variety of countries and contexts; the third part offers some wider, cross-cutting perspectives. Based on the work of the EGPA permanent study group on the history of contractualization, *Contracts, Performance Measurement and Accountability in the Public Sector* draws upon the wide expertise and research interests of academics and practitioners from the United Kingdom, Denmark, Switzerland, Belgium, Sweden and the USA.

Keywords: performance measurement

Elements of Effective Governance: Measurement, Accountability and Participation. Kathe Callahan. Taylor & Francis. 2006.

http://www.crcpress.co.uk/shopping_cart/products/product_detail.asp?sku=AU7096&pc=/shopping_cart/categories/categories_products.asp?parent_id=87

Elements of Effective Governance: Measurement, Accountability and Participation is one of the first books to explore the relationship between accountability, government performance, and public participation. It discusses two main assumptions: greater accountability leads to better performance; and the more the public is involved in the measurement of government performance, the more they can hold government accountable for its performance.

Presenting an introduction to each topic, this book provides a thorough understanding of theories, concepts, and practices. The beginning sections explore the basics of performance measurement, look at public sector accountability, and examine the rationale for and against direct citizen participation. The later sections provide an integrated discussion of performance measurement, accountability, and citizen participation and demonstrate how the strategic alignment of these critical concepts can lead to more effective governance. The final section incorporates in-depth case studies of a variety of efforts to implement performance measurement, hold individuals and organizations accountable for results, and involve the public in the deliberative process.

Through theoretical and practical discussions, this book highlights the importance of, as well as the challenges associated with, government performance, accountability, and citizen participation. By combining these components under one cover, this book demonstrates the importance of their mutually reinforcing relationships. This volume provides the tools needed to design and develop strategies to improve government performance and demonstrate accountability. It provides a balanced perspective with its rational discussion of performance measurement and its skeptical assessment of the relationship between performance improvement and the demands for greater accountability.

Evaluation in Practice: A Methodological Approach, *second edition*. Richard Bingham and Claire Felbinger. New York, NY: Seven Bridges Press. 2002.

http://www.amazon.com/Evaluation-Practice-Methodological-Richard-Bingham/dp/1889119571/sr=8-1/qid=1168557312/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Written for nonprofessionals and professionals alike who wish to master the reading and critiquing of policy and program evaluation, "Evaluation in Practice" is packed with practical guidelines and useful examples. The book covers approaches to outcome evaluations, measurement, threats to internal validity, performance measurement, and benchmarking. It also introduces the basic experimental and quasi-experimental designs supported by an article that uses each design, and offers an explanation and critique of how the authors implemented the design. Primarily written for readers with a social science background the examples and articles in the book are taken from a variety of fields to illustrate the commonality of evaluation. Program and policy analysts, research directors, and assistant city managers will find the explanations and critiques of published evaluations particularly valuable.

Keywords: program evaluation, performance measurement

Government at Work: Best Practices and Model Programs. M. Holzer & K. Callahan. Sage Publications. 1998.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c70tigBVI&isbn=0761902406&itm=2>

This book presents persuasive arguments in support of public service and those who work within it. The authors argue that some services are only appropriate to government control: public safety, highways, armed and emergency services, parks, and public schools. Other services are operated/undertaken by government in response to problems that society and the private sector have failed to solve: housing, transportation, clean air and water, and so on. In both instances, the public sector requires complex problem-solving processes-never simple solutions-and, despite the negative images of (bumbling) bureaucrats imprinted on the public consciousness, *Government at Work* shows how public servants do difficult jobs well.

Keywords: public productivity, public performance measurement

Handbook for Productivity Measurement and Improvement. William F. Christopher, and Thor G. Carl. Productivity Press Inc. 1993.

http://www.amazon.com/exec/obidos/tg/detail/-/1563270072/qid=1082301259/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Bringing together for managers some of the most important literature recently written on the topics of productivity improvement, productivity measurement, and quality improvement. Some 100 articles discuss productivity and quality issues in a spectrum of fields including academia, manufacturing, health care, public utilities, ecology, information systems, administrative and staff departments, profit centers, federal and local government, nonprofit institutions, education, the new economics, and employee involvement. Individual chapter topics range from industry benchmarking to new management accounting methods; from specific methods of feedback and control to gain sharing and employee stock ownership plans; from how to measure productivity in maintenance, purchasing, and R&D departments to human resources management and customer expectations.

Keywords: handbook, productivity measurement, performance measurement

Handbook of Practical Program Evaluation (Jossey Bass Nonprofit and Public Management Series). Joseph S. Wholey, Harry P. Hatry, and Kathryn E. Newcomer. Jossey-Bass. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/0787967130/qid=1097937560/sr=1-50/ref=sr_1_50/002-7371391-3386405?v=glance&s=books

The second edition of *Handbook of Practical Program Evaluation* offers managers, analysts, consultants, and educators in government, nonprofit, and private institutions a valuable resource that outlines efficient and economical methods for assessing program results and identifying ways to improve program performance. The handbook has been thoroughly revised. Many new chapters have been prepared for this edition, including chapters on logic modeling and on evaluation applications for small nonprofit organizations. The *Handbook of Practical Program Evaluation* is a comprehensive resource on evaluation, covering both in-depth program evaluations and performance monitoring. It presents evaluation methods that will be useful at all levels of government and in nonprofit organizations.

Keywords: evaluation, logic, methods, modeling, performance

Handbook of Public Quality Management. Ronald J. Stupak and Peter M. Leitner. Marcel Dekker. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0824704150/qid=1082302007/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Surveys theoretical and practical contributions from history, policy, and evaluation dynamics in response to new mandates for high performance and increased productivity in quality management. Encompasses both macro and micro perspectives on the subject, with a holistic approach.

Keywords: handbook, public management, quality management

In Pursuit of Performance: Management Systems in State and Local Government. Patricia W. Ingraham, editor. The Johns Hopkins University Press, 2007.
http://www.press.jhu.edu/books/title_pages/3328.html

Based on five years of extensive research by the Government Performance Project, this volume offers a comprehensive analysis of how government managers and elected officials use management and management systems to improve performance. Drawing on data from across the nation, it examines the performance of state, county, and city governments between 1997 and 2002 within the framework of basic management systems: financial information, human resources, capital and infrastructure, and results evaluation. Key issues addressed:

- How governments strategically select elements of management to emphasize the role of leadership;
- How those governments that aim to improve performance differ from those that do not;
- What “effective management” looks like.

Through this careful, in-depth investigation, the contributors conclude that the most effective governments are not those with the most resources, but those that use the resources available to them most carefully and strategically. *In Pursuit of Performance* is an invaluable tool for government leaders and the scholars who study them.

How Effective Are Your Community Services?: Procedures for Monitoring the Effectiveness of Municipal Services.

Harry P. Hatry, author. University Press of America. 1992.
<http://search.barnesandnoble.com/booksearch/results.asp?txt=Y&TTL=How+Effective+Are+Your+Community+Services%3F%3A+Procedures+for+Measuring+Their+Quality&z=y>

Completely revised edition of this popular guide to measuring service effectiveness. Covers most areas of local government service, including public safety, transportation, public works, recreation, and libraries, as well as management of complaints and requests for service. Separate chapters address the use of household and business surveys, the use of trained observers, and the application of measurement information to program improvement. (Joint publication with ICMA.)

Interpretation and Method: Empirical Research Methods and the Interpretive Turn. Dvora Yanow (editor); Peregrine Schwartz-Shea. M.E. Sharpe Inc. 2006.
<http://www.mesharpe.com/mall/resultsnew.asp?Title=Interpretation+and+Method%3A+Empirical+Research+Methods+and+the+Interpretive+Turn>

This book demonstrates the relevance, rigor, and creativity of interpretive research methodologies for the social and human sciences. Designed for use either in a course devoted to interpretive or qualitative research methods or in a course in which the instructor seeks a balance between positivist and interpretive approaches, the book situates *methods* questions within the context of broader *methodological* questions--specifically, the character of social realities and their know-ability.

Exceptionally clear and well-written chapters provide engaging discussions of the methods of accessing, generating, and analyzing social science data, using methods ranging from reflexive historical analysis to critical ethnography. Reflecting on their own research experiences, the contributors offer an inside, applied perspective on how research topics, evidence, and methods intertwine to produce knowledge in the social sciences.

Keywords: program evaluation

Listening to the Public: Adding the Voices of the People to Government Performance Measurement & Reporting.

Barbara Cohn Berman. FCNY Press. 2005.

<http://www.fcny.org/index.php/govt/Publication/>

The voices of average citizens—captured in focus group and interview research—illuminate and drive this book's analysis. Throughout these pages, the people who are government's "customers" emerge as knowledgeable, eloquent, and discerning in their views on service delivery. Again and again, they demonstrate that listening to the public is not only a responsibility of government, but a valuable, illuminating, and productive exercise.

Measuring Municipal Activities. C. E. Ripley & H. A. Simon. Chicago: International City Managers' Association. 1938.

http://www.amazon.com/exec/obidos/tg/detail/-/B00085Y5LC/qid=1119412431/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-7918400-5046448?v=glance&s=books&n=507846

Keywords: Performance measurement, Municipal management.

Modernizing Democracy: Innovations in Citizen Participation. Terry F. Buss, F. Stevens Redburn, and Kristina Guo. M.E.Sharpe, 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Modernizing+Democracy%3A+Innovations+in+Citizen+Participation>

How do you put the public in public management? How can the traditional ethos of professionalism and technical expertise be reconciled with norms of representation and citizen participation at a time when technology is transforming communication between citizens and government--in some ways enhancing the exchange and in other ways complicating it?

Modernizing Democracy: Innovations in Citizen Participation points the way. Written for public administration professionals, scholars, and students interested in citizen participation, it brings together new analyses of innovative practices, from hands-on community learning and focus groups to high-tech information systems and decision support technologies. The expert contributors illuminate the various roles that public administrators and leaders can play in fostering constructive, meaningful citizen involvement at all stages of the public policy process--from initiation and planning to feedback on public agency performance.

Municipal Benchmarks: Assessing Local Performance and Establishing Community Service Standards.

David N. Ammons. Sage Publications. 2001.

<http://www.amazon.com/Municipal-Benchmarks-Performance-Establishing-Community/dp/0761920781>

For officials who would like to benchmark their government's performance to external norms and standards, but who lack the resources to do it, this book will prove itself as a valuable resource, both for the large amount of actual performance data included and for the quality of analysis of the indicators themselves. Many helpful reference tools are provided.

Municipal Productivity: A Comparison of Fourteen High Quality Service Cities

David N. Ammons. Praeger Publications. 2004.

<http://www.amazon.com/Municipal-Benchmarks-Performance-Establishing-Community/dp/0761920781>

In contrast to most works in the field of public sector productivity, this book examines the topic of municipal productivity on a cross-sectional, empirical basis.

New Directions for Evaluation, Using Performance Measurement to Improve Public and Nonprofit Programs. Newcomer, Kathryn E. (Editor). Wiley, John & Sons, Incorporated No. 75. Fall 1997.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=078799846X&itm=4>

Performance measurement is a very timely topic in the public and nonprofit sectors of the United States and in many countries around the world. Executive and legislative initiatives have required public managers to identify performance measures, set performance targets, and report on their progress toward meeting performance goals. Founders have similarly asked nonprofits to show results for the support provided them. Program managers and budget officers have eagerly sought help in designing performance measurement strategies and systems. Program evaluators can enhance current performance measurement efforts by bringing stakeholders together to clarify program goals and determine how best to report results. This volume of *New Directions for Evaluation* critically reviews current design and use of performance measurement in public and nonprofit programs. The authors describe the context surrounding design and implementation of performance measurement systems, discuss best practices in performance measurement, and provide examples of the use of performance measurement in all levels of government and the nonprofit sector. This is the 75th issue of the quarterly journal *New Directions for Evaluation*. For more information on the series, please see the Journals and Periodicals section.

Keywords: performance measurement, public and non-profit management. Implementation of performance measurement

Organizational Performance and Measurement in the Public Sector: Toward Service, Effort and Accomplishment Reporting. Arie Halachmi (Editor) and Gaert Bouckaert (Editor). Greenwood Publishing Group, Incorporated, 1996.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0899309585&itm=5>

Legislative initiatives, in response to public demands for more accountability, require public agencies at all levels of government to measure organizational performance and to report on service efforts and accomplishments (SEA). What considerations should managers use in developing performance measurement protocols? What is the experience to date in the U.S. and abroad? This collection of original articles aims to put performance measurement in perspective by relating it to the budgeting, auditing, and policy making processes. Towards that end, the issues managers need to consider are examined in a critical way and from various points of view.

Keywords: performance measurement, productivity of government, performance measurement protocol

Performance Auditing: A Measurement Approach. Ronell B. Raaum and Steven Morgan. Florida: Institute of Internal Auditors, 2001.

http://www.seagov.org/bibliography/books_by_category.shtml

Keywords: performance measurement, auditing, government document

Performance and Productivity in Public and Nonprofit Organizations, Second Edition. Evan M. Berman. M.E. Sharpe Inc. 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Performance+and+Productivity+in+Public+and+Nonprofit+Organizations%2C+Second+Edition>

Designed for course adoption as well as professional use, the second edition of this accessible text provides a balanced assessment and overview of state-of-the-art organizational and performance productivity strategies. Public and nonprofit organizations face demands for increased productivity and responsiveness, and this practical guide offers strategies based on current research and scholarship that respond to these challenges.

The book's comprehensive coverage includes: rationale for productivity and performance improvement; evolution of productivity improvement; the quality paradigm; customer service; information technology; traditional approaches to productivity improvement; re-engineering and restructuring; partnering and privatization; psychological contracts; and community based strategies. In addition to updating the examples of the first edition, this new edition also highlights the growing use of enterprise funds, partnership models of privatization, and web-based service delivery. Each chapter concludes with a useful summary and all-new application exercises.

Keywords: performance measurement

Performance Measurement: Getting Results. Harry Hatry. Urban Institute Press, 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=087766692X&TXT=Y&itm=1>

Keywords: performance management, performance measurement

Performance Measurement in Public Agencies. Thomas J. Cook (Editor). Policy Studies Organization. 1986.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0918592879&itm=7>

Keywords: performance measurement, practical guideline, government agency

Performance of Public Enterprises: Concepts and Measurement. Maurice G. Marchand, Henry Tulkens, and Pierre Pestieau. Elsevier Science, 1984.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0444875514&itm=9>

Keywords: performance management, government organization

Performance Review in Local Government: A Handbook for Auditors and Local Authorities. British Audit Commission. London: HMSO, 1986.
http://www.seagov.org/bibliography/books_by_category.shtml

Keywords: performance review, local government, government document

Practical Program Evaluations: Getting from Ideas to Outcomes. Gerald Andrews Emison. Charles C. Thomas Publisher. 2006.
<http://www.cqpress.com/product/Practical-Program-Evaluation-Getting-It.html>

Program evaluation requires attention to rationality, rigor, and careful methods. Yet precision and accuracy alone do not guarantee that program evaluations will be implemented. What prevents an evaluation from being thrown on a shelf to gather dust?

Author Gerald Emison, a practitioner with more than 20 years experience, knows that the consumers of program evaluations operate in a decidedly practical and political arena where decision making is a very human and sometimes messy process. Getting students from ideas to outcomes means that knowing clients' needs and effectively communicating results are just as crucial as an evaluator's theoretical knowledge and statistical analysis. Emison wants to help students translate their mastery of methodology into useable program evaluations that are implemented and affect actual programs.

Short and to-the-point, *Practical Program Evaluations* hones in on the applied side of program evaluation, with the goal of creating and presenting program evaluations that are used and improve public enterprises. A handy supplement to core texts, Emison offers honest advice, emphasizing practices that focus on the client, content, control and communication of program evaluations.

Keywords: program evaluation, public administration, performance measurement

Privatization in the City: Successes, Failures, Lessons. E.S. Savas. Charles C. Thomas Publisher. 2005.
<http://www.cqpress.com/product/Privatization-in-the-City-Successes.html>

In *Privatization in the City*, E .S. Savas comprehensively examines the evolution and implementation of former New York Mayor Rudolph W. Giuliani's aggressive privatization program in the face of a city council generally hostile to privatization. Savas identifies, examines, evaluates, and documents all forms of privatization employed, including contracting, competitive sourcing, divestment, leases, vouchers, franchises, default, withdrawal, and voluntarism. He contrasts these efforts in New York with privatization in several other cities across the country, ranging from Indianapolis to Phoenix. After analyzing the costs and benefits—both quantitative and qualitative—of New York's privatization program, Savas concludes that significant savings were achieved during Giuliani's eight years in office.

Keywords: program evaluation, public administration

Productivity Management: A Practical Handbook. J.G. Prokopenko, International Labor Office. 1987.

http://www.amazon.com/exec/obidos/tg/detail/-/9221059014/qid=1082303060/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This book offers a new, refreshing approach to productivity: why it is important, and how to manage and measure it. It deals in a stimulating way with such productivity improvement programs as action learning, quality circles, inter-firm comparisons, and business clinics, and offers information on the most important areas in which productivity can be improved (quality maintenance, waste reduction and human resource management) and on a number of techniques which have been field-tested by enterprises and in ILO projects.

Keywords: handbook, politics, public administration, productivity management

Program Evaluation: Methods and Case Studies, sixth edition. Emil J. Posavac and Raymond G. Carey. Upper Saddle River, NJ: Prentice Hall. 2003.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c70tigBVI&isbn=0130409669&TXT=Y&itm=1>

Posavac and Carey provide a comprehensive, but accessible, introduction to the field of program evaluation. By adopting a flexible philosophy of evaluation, the authors demonstrate how program evaluation can be applied to answer a wide variety of questions in many different settings. Enjoying widespread acceptance, *Program Evaluation* includes case studies of completed program evaluations and sketches of the careers of program evaluators to help readers develop an appreciation of the applicability of evaluation methods. By viewing program evaluation as a formalization of something that people do all the time and, indeed, find essential, the implicit threat of evaluation is reduced by the authors' approach. Posavac and Carey stress the importance of working with representatives of all groups affected by the program, whether they be program staff or managers, recipients, or people providing financial or moral support. The Improvement-Focused Model of Evaluation can be used to include many people in the evaluation process. The authors show that the application of program evaluation serves to contribute to making society more effective, just, and healthy.

Keywords: program evaluation, government performance, textbook

Program Evaluation: Patterns and Directions. E. Chelimsky. Washington, D.C.: American Society for Public Administration. 1985.

http://www.amazon.com/exec/obidos/tg/detail/-/0936678089/qid=1082303311/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Drawing from the Public Administration Review, this collection 'charts how policy analysis, with its future orientation, together with social science research, has assisted in the development of program evaluation.

Keywords: handbook, public administration, program evaluation

Program Planning and Evaluation for the Public Manager, Third Edition. Ronald D. Sylvia and Kathleen M. Sylvia. Waveland Press, Inc. n.d.
<http://www.waveland.com/Titles/Sylvia-Sylvia.htm>

Program evaluation in the public sector has evolved from the status of applied research methodology to become an indispensable component of program operations. The fields of health care, social services, education, and law enforcement now have established their own standards against which program operations are assessed. National accrediting bodies have established systems of rigorous peer review to ensure the quality of program processes and outcomes. The authors address all facets of this standards-based program accreditation in the new Third Edition. This volume clearly details methods of monitoring and reviewing internal processes, as well as systematically conceptualizing outcome evaluations. Planning techniques are facilitated and enhanced by computer-generated project calendars, PERT/CPM applications, and queuing theory/flowcharts. The authors provide concepts and techniques of systems theory, process intervention, research design, and cost-benefit analysis, illustrated with easy-to-understand examples. Hypothetical planning case studies and outcome evaluation exercises provide valuable learning experience to students as they apply the various principles of planning and evaluation discussed throughout the data.

Keywords: public management, performance measurement, program planning, program evaluation

Providing Quality in the Public Sector: A Practical Approach to Improving Public Services. Lucy Gaster & Amanda Squires. Open University Press. 2003.
http://www.amazon.com/Providing-Quality-Public-Sector-Practical/dp/0335209556/sr=1-1/qid=1159138791/ref=sr_1_1/102-1284648-0558542?ie=UTF8&s=books

Highlighting the importance of input from citizens and users of public services, this book presents a model for understanding quality in the public sector and putting it into practice. Five practitioners present vignettes of quality improvement in health, housing, and local government. Gaster is a senior research fellow at the University of Birmingham, UK. Squires is affiliated with the Commission for Health Improvement.

The Public Participation Handbook: Making Better Decisions Through Citizen Involvement [E-Book]. James L. Creighton. Jossey-Bass. 2005.
<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0787979635.html>

Internationally renowned facilitator and public participation consultant James L. Creighton offers a practical guide to designing and facilitating public participation of the public in environmental and public policy decision making. Written for government officials, public and community leaders, and professional facilitators, *The Public Participation Handbook* is a toolkit for designing a participation process, selecting techniques to encourage participation, facilitating successful public meetings, working with the media, and evaluating the program. The book is also filled with practical advice, checklists, worksheets, and illustrative examples.

Keywords: public administration handbook, public administration, citizen participation

Public Program Evaluation: A Statistical Guide. Laura Langbein. M.E. Sharpe Inc. 2006.
<http://www.mesharpe.com/mall/resultsanew.asp?Title=Public+Program+Evaluation%3A+A+Statistical+Guide>

This readable and comprehensive text is designed to equip students and practitioners with the statistical skills needed to meet government standards regarding public program evaluation. Even those with little statistical training will find the explanations clear, with many illustrative examples, case studies, and applications.

Far more than a collection of statistical techniques, the book begins with chapters on the overall context for successful program evaluations, and carefully explains statistical methods--and threats to internal and statistical validity--that correspond to each evaluation design. The authors then present a variety of methods for program analysis, and advise readers on how to select the mix of methods most appropriate for the issues they deal with-- always balancing methodology with the need for generality, the size of the evaluator's budget, the availability of data, and the need for quick results.

Among this text's many important features:

- maintains a practical focus on *doing* evaluation;
- integrates research design with corresponding statistical/econometric estimation methods;
- uses examples from many policy fields, not just social services;
- uses examples from domestic programs as well as developing countries; and
- links program evaluation to the larger field of policy analysis.

Keywords: program evaluation, statistics

Public Productivity Handbook, second edition, revised and expanded. Marc Holzer, Seok-Hwan Lee. Marcel Dekker. 2004.
http://www.amazon.com/Public-Productivity-Handbook-Second-Administration/dp/0824747216/sr=1-1/qid=1168556784/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Are you hoping to improve teamwork, performance, and budgeting, training, and evaluation programs in your organization? Then look no further! This completely revised reference defines the role of leadership, dimensions of employee commitment, and multiple employee--organization based relationships for effective internal and external connections—ensuring improvements in productivity and performance with new and systematic management approaches, well-defined measurement systems, and guidance on correct utilization of human resources.

Keywords: handbook, public productivity

Public Provision and Performance: Contributions from Efficiency and Productivity Measurement. J. L. Blank (Editor). Elsevier Science & Technology Books. 2000.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0444504834&itm=10>

Keywords: performance measurement, government productivity, efficiency and effectiveness

Public Sector Performance Management, Motivation, and Measurement. Richard C. Kearney. Colorado: Westview Press. 2000.
<http://www.perseusbooksgroup.com/>

Confronted with rising citizen discontent, the Reinventing Government movement, and new technological challenges, public organizations everywhere are seeking means of improving their performance. Their quest is not new, rather, the concern with improving the performance of government organizations has existed since the Scientific Management Movement. *Public Sector Performance* brings together in a single volume the classic, enduring principles and processes that have defined the field of public sector performance, as written in the words of leading practitioners and scholars. Taken as a whole, this volume provides a performance compass for today's public managers, helping them to reconstruct the public's confidence in, and support of, government. Defined here as managing public organizations for outcomes, performance is examined in all its varied dimensions: organizing work, managing workers, measuring performance, and overcoming resistance to performance-enhancing innovations. The selected articles are interesting, thought provoking, and instructive. They are classics in that they have been widely cited in the scholarly literature and have enduring value to public managers who seek to understand the many dimensions of performance. The book is organized into three sections: Performance Foundations, Performance Strategies, and Performance Measurement. Excerpts from additional selected articles feature special topics and wisdom from performance experts.

Keywords: public administration, public affairs, textbook

Results that Matter: Improving Communities by Engaging Citizens, Measuring Performance, and Getting Things Done [E-Book]. Paul Epstein, Paul M. Coates, Lyle D. Wray, David Swain. Jossey-Bass. 2006.
<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0787983179.html>

Today's communities—whether they are currently strong, or struggling to survive—face difficult challenges if they want to be tomorrow's healthy, vibrant communities. The challenge for leaders and citizens of modern communities is not just to solve specific problems today. Their real challenge is to keep learning from their experience so they can keep improving their communities tomorrow.

Results That Matter will provide a new governance framework for using valuable tools of community improvement—especially performance measurement and citizen engagement—to empower communities to achieve the outcomes their citizens most desire. Government and nonprofit managers will learn how to combine these tools in new ways, not only to achieve one-time improvement of their organizations and communities, but to foster continual community renewal and improvement. The benefits and practicality of the framework and related practices will be reinforced by case examples from 25 communities across the country. The book will offer "how to" guidance to public and nonprofit managers, including promising practices for effective communities, and new roles for citizens, community leaders, and managers.

Keywords: public administration, citizen participation, performance measurement

Serving the American Public, Best Practices in Performance Measurement: Benchmarking Study Report. United States Government Printing Office. 1997
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0160618738&itm=12>

Keywords: performance measurement, best practice approach, government service

Ten Steps to a Results-Based Monitoring and Evaluation System: A Handbook for Development Practitioners. Jody Zall Kusek and Ray C. Rist. World Bank Publications. 2004.
http://www.amazon.com/gp/product/0821358235/sr=1-1/qid=1154792419/ref=sr_1_1/102-9150357-4808950?ie=UTF8&s=books

An effective state is essential to achieving socio-economic and sustainable development. With the advent of globalization, there are growing pressures on governments and organizations around the world to be more responsive to the demands of internal and external stakeholders for good governance, accountability and transparency, greater development effectiveness, and delivery of tangible results. Governments, parliaments, citizens, the private sector, NGOs, civil society, international organizations and donors are among the stakeholders interested in better performance. As demands for greater accountability and real results have increased, there is an attendant need for enhance results-based monitoring and evaluation of policies, programs, and projects. The focus of this handbook is on a comprehensive ten-step model that will help guide development practitioners through the process of designing and building a results-based monitoring and evaluation system. These steps begin with a "Readiness Assessment" and take the practitioner through the design, management, and importantly, the sustainability of such systems. The handbook describes each step in detail, the tasks needed to complete each one, and the tools available to help along the way.

Keywords: accountability, effectiveness, results-based, socio-economic, stakeholders, transparency

Unlocking Public Value: A New Model For Achieving High Performance In Public Service Organizations. Martin Cole, Greg Parston. Jossey-Bass Inc. 2006.
<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0471959456.html>

A new approach to understanding and improving performance and public value, this book presents the Public Service Value Model-an innovative, rigorous approach to defining public outcomes and quantifying results-to help readers understand and improve public service delivery. Filled with in-depth insight and expert advice, this guide will arm public service managers-whether in government, nonprofit, or even for-profit organizations-with a practical framework that can be used to define outcomes and manage trade-offs in public service delivery.

Martin Cole (Hartford, CT) is Group Chief Executive of Accenture's Government Operating Group. Greg Parston (London, UK) is Executive Director of the Accenture Institute for Public Service Value.

Using Performance Measurement To Improve Public And Nonprofit Programs: New Directions For Evaluation.
E. Kathryn Newcomer. Jossey-Bass Inc. 1997.
http://www.amazon.com/Performance-Measurement-Improve-Nonprofit-Programs/dp/078799846X/ref=sr_11_1/102-1284648-0558542?ie=UTF8

Performance measurement is a very timely topic in the public and nonprofit sectors of the United States and in many countries around the world. Executive and legislative initiatives have required public managers to identify performance measures, set performance targets, and report on their progress toward meeting performance goals. Funders have similarly asked nonprofits to show results for the support provided them. Program managers and budget officers have eagerly sought help in designing performance measurement strategies and systems. Program evaluators can enhance current performance measurement efforts by bringing stakeholders together to clarify program goals and determine how best to report results. This volume critically reviews current design and use of performance measurement in public and nonprofit programs. The authors

describe the context surrounding design and implementation of performance measurement systems, discuss best practices in performance measurement, and provide examples of the use of performance measurement in all levels of government and the nonprofit sector.

Public Personnel Management

Annual Editions: Human Resources. Fred Maidment (Editor). Guilford, Conn.: Dushkin. 1995.
http://www.amazon.com/exec/obidos/tg/detail/-/0073102121/qid=1119405742/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

This updated fifteenth edition of *Annual Editions: Human Resources* gives you articles from the best of the public press. This reader is a valuable tool that includes readings such as: "Can You Interview for Integrity?" "Merging Compensation Strategies" "Learning from our Overseas Counterparts" This title is supported by the student website, <http://dushkin.com/online>.

Keywords: human resource management, public personnel management

Building the Leadership Pipeline IQ Report. Robert J. Lavigna. ICMA Publications. 2006.
http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&Product_ID=1316&CATID=4

Today, there are more than 80 million baby boomers in the United States—almost 28 percent of our population. As these workers retire over the next few years, most local governments will face a workforce crisis. To help managers respond to this crisis, this report presents case studies of practical and effective leadership development practices. Based on a study of leading-edge programs in governments at all levels, it covers the integration of theory and practice through action learning and other “real-life” projects; succession planning; rotational and/or developmental assignments; internships; data-driven development (based on assessments, feedback, and other sources); senior leaders’ involvement; and structured relationship building.

Keywords: leadership

Cases in Public Human Resource Management. T. Zane Reeves. Itasca, IL: Peacock Publishers, Inc. 1999.
http://www.amazon.com/exec/obidos/tg/detail/-/0875814182/qid=1119409266/sr=8-1/ref=pd_bbs_1/002-7918400-5046448?v=glance&s=books&n=507846

This collection of relevant case studies is appropriate for both graduates and undergraduates taking courses in public personnel management, human resources management, or employment relations. The book's 30 cases can be used as teaching tools in the classroom; by trainers with employees, supervisors, or managers; and for individual analysis and self-assessment.

Keywords: human resource management, case study, public personnel management

Civil Service Handbook: How to Get a Civil Service Job. G. Heiling, Arco Publishing, H. H. Macmillan Information. 1995.

http://www.amazon.com/exec/obidos/tg/detail/-/0131321765/qid=1082140275/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

For everyone who is considering working for the government, here are clear, easy-to-follow explanations of the required application procedures, plus in-depth descriptions of all the most popular jobs. The book offers full explanations of all eligibility requirements, model test questions with answers, and two full-length sample exams for practice.

Keyword: civil service, handbook

Civil Service Reform in the States: Personnel Policy and Politics at the Subnational Level. J. Edward Kellough and Lloyd G. Nigro, editors. Suny Press, 2006.

<http://www.sunypress.edu/details.asp?id=61200>

Assesses recent civil service reforms undertaken by state governments.

Civil Service Reform in the States examines the critical importance of civil service systems in modern government and popular efforts to reform those systems. The book provides an up-to-date analysis and assessment of public personnel reforms undertaken by various state governments since 1990 and the extent to which these reforms have been implemented or resisted. With chapters written by nationally recognized experts on civil service and civil service reform, this book will appeal to public policy makers, practitioners, and students alike.

“This book intersects with a broad range of important empirical and normative questions in public administration and management. The authors correctly understand the importance of reform and understand that states provide wonderful laboratories for us to learn about the implications of a range of reform measures.” — Frank J. Thompson, editor of *Classics of Public Personnel Policy, Third Edition*

Compensation Theory and Practice. Marc J. Wallace, Charles H. Fay. PWS-Kent Co. Fay, South-Western. 1988.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c70tiqBVI&isbn=0534871984&TXT=Y&itm=1>

Keywords: human resource management, compensation strategy

The Handbook of Human Resource Management. B. Towers. Blackwell. 1996.

http://www.amazon.com/exec/obidos/tg/detail/-/0631186735/qid=1082153511/sr=1-6/ref=sr_1_6/102-1404922-2673704?v=glance&s=books

The new edition of *The Handbook of Human Resource Management* has been thoroughly updated by leading international specialists to provide wide-ranging overviews of developments worldwide from the UK, Continental Europe, USA and Australia - including Japanese HRM practices. The second, fully revised edition of this best-selling handbook features wide ranging, updated overviews of developments worldwide by leading international specialists of developments worldwide from the UK, USA, Europe and Australia as well as contributions on all aspects of HRM practice including, for the first time in this edition, chapters on HRM in public sector organizations, its role in the development of business ethics, and HRM in Information technology. The cases retain updated

studies of Ford, Sainsbury and the controversial Rosyth Royal Dockyard as well as new cases of team working in an electronic multinational and two studies from Ghana and Korea on the impact of national culture on management.

Keywords: handbook, human resource management,

Handbook of Human Resource Management in Government. S. E. Condrey. Jossey-Bass. 1988.
http://www.amazon.com/exec/obidos/tg/detail/-/0787940992/qid=1082153580/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Traditionally, the role of human resource managers has been to respond to problems and situations after-the-fact. In this comprehensive reference, Stephen E. Condrey brings together leading experts in public administration and human resource management to demonstrate how human resource managers can take a more strategic role in their organizations. *Handbook of Human Resource Management* offers expert advice and insights on crucial issues such as diversity, EEO regulations and other legal issues, compensation, sexual harassment, job analysis, and performance appraisal. The contributors also go beyond the traditional view of human resource management issues, showing that HRM is a strategic management tool encompassing such cutting edge topics as TQM, benchmarking, strategic planning, budgeting, information technology, and more. This authoritative handbook provides readers with a reference point for assessing organizational needs and overcoming complexities within the changing public human resource management, helping human resource managers at all levels of government expand their involvement within an organization and dramatically increase their ability to maximize their productivity, efficiency and employee satisfaction.

Keywords: government, handbook, human resource management

Handbook on Human Service Administration. Jack Rabin and Marcia B Steinhauer. Marcel Dekker, 1988.
http://www.amazon.com/exec/obidos/tg/detail/-/082477924X/qid=1082153695/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Uniquely organized as a comprehensive guide to the major fields that comprise administration, this text/reference introduces the theories and concepts essential for human services administration, including human services organization theory and management, budgeting and financial management, personnel administration and labor relations, laws and regulations, innovation and change, and data administration and information systems. More than 850 citations of relevant literature make *Handbook on Human Service Administration* a valuable reference for public, human services, and health managers and administrators as well as social workers, political scientists, and public policy specialists its thorough, accessible approach to the subject makes it a useful text for graduate courses in human service administration.

Keywords: handbook, human service administration

Handbook of Public Personnel Administration. Jack Rabin, Thomas Vocino, W. Bartley Hildreth, and Gerald J. Miller. Marcel Dekker. 1994.
http://www.amazon.com/exec/obidos/tg/detail/-/0824792319/qid=1082301884/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Offers in-depth analyses spanning the entire field of public personnel administration from a history of the American civil service as characterized by competing perspectives to the contemporary

application of total quality by human resources practitioners. The *Handbook* addresses the major laws that regulate worker compensation and interprets the relationships that bridge compensation administration with other human resources management processes explores the give-and-take between financial policies and human resources issues explains the development and general content of PPA's legal framework delineates the implications of economic patterns on PPA describes demographic trends and their impact on public administration defines human resources planning and presents a two-step model involving both strategic and operational planning and more.

Keywords: handbook, public administration

Handbook of Public Sector Labor Relations. J. Rabin. Marcel Dekker. 1994.
http://www.amazon.com/exec/obidos/tg/detail/-/0824792351/qid=1082302051/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A text-reference emerging from the (now more than ten-year-old) *Handbook of Public Personnel Administration and Labor Relations*, but now devoted solely to public sector labor relations. The essays build on several chapters in the previous volume while updating the original text and adding many new items. All chapters continue to be bibliographic treatises written by experts on the subject matter and deal with various aspects of public sector labor relations in this country and others.

Keywords: handbook, labor relations, public sector

Handbook of Training and Development for the Public Sector: A Comprehensive Resource (The Jossey-Bass Public Administration). Montgomery V. Wart, N. Joseph Cayer, and Steve Cook. Jossey-Bass Inc., Publishers. 1994.
http://www.amazon.com/exec/obidos/tg/detail/-/1555425305/qid=1082302518/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The training and retraining of America's workforce, both public and private, has become an important national concern. The president, governors, city and county managers, and directors of state and federal agencies are taking a direct interest in training and development as never before. Many are advocating that training and education become national obsessions in order for the United States to maintain its world status and standard of living. Montgomery Van Wart, N. Joseph Cayer, and Steve Cook have written the definitive handbook for both new and veteran public managers and trainers involved with training and development. Packed with real-world examples drawn from all levels of government, the *Handbook of Training and Development for the Public Sector* provides an up-to-date manual for both new and experienced trainers and program designers - and furnishes public sector managers with a comprehensive survey of training methods and instructional technology. This practical HRD guide is filled with numerous tips on designing, conducting, and evaluating programs. In addition, the book includes more than eighty figures, tables, and exhibits, along with an annotated suggested reading list.

Keywords: handbook, public development, public sector, training

The Human Element: Understanding and Managing Employee Behavior. Lee Roy Beach. M.E. Sharpe, 2007.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=The+Human+Element%3A+Understanding+and+Managing+Employee+Behavior>

Here's practical help for the day-to-day concerns that keep managers awake at night. Written in an informal, first-person style, this useful book fills the gap between the legal and policy issues that are the mainstay of human resources and supervision courses and the real-world needs of managers as they attempt to cope with the human side of their jobs. The author is a noted scholar in both cognitive psychology and organizational studies, and has drawn from extensive personal experience as well as careful observation of good and bad managers.

The Human Element is organized around six fundamental commitments that good employee managers make in order to succeed. It is filled with practical examples and step-by-step guidelines for performing important tasks and dealing with common problems--everything from how to conduct a meeting, to how to write a code of conduct, to how to diagnose the cause of performance problems.

The Human Element is designed to reduce the stress of management by providing insight into why employees do what they do, and what to do about it. It is an ideal supplement for any course in people management, including supervision, HRM, and applied OB courses.

Human Resource Development, third edition. R. L. DeSimone & D. M. Harris. Fort Worth, Texas: The Dryden Press. 1998.

http://www.amazon.com/exec/obidos/tq/detail/-/0030319323/qid=1119405426/sr=8-1/ref=pd_bbs_1/002-7918400-5046448?v=glance&s=books&n=507846

Human Resource Development was written primarily to serve as a comprehensive text for undergraduate and graduate courses that prepare students to train and develop people. As such, the book covers the entire field of HRD (as defined by the American Society for Training and Development's competency study), from orientation and skills training, to career development and organizational development. *Human Resource Development* provides a clear understanding of the concepts, processes, and practices that form the basis of success, and shows how concepts and theory can and have been put into practice in a variety of organizations. The book focuses on the shared role of line management and human resource specialists in HRD. It also reflects the current state of the field, blending real-world practices and up-to-date research.

Keywords: human resource management, public personnel management

Human Resources Management for Public and Nonprofit Organizations, second edition. J. E. Pynes. San Francisco, CA: Jossey-Bass, Inc. 2004.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0787970786&TXT=Y&itm=1>

In this thoroughly revised and updated second edition of *Human Resources Management for Public and Nonprofit Organizations*, Joan E. Pynes -- a respected authority in public administration -- demonstrates how strategic human resources management is essential for proactively managing change in an environment of tighter budgets, competition from private organizations, the need to maintain and train a more diverse workforce, and job obsolescence brought about by shifts in technology. Complete with a free online instructor's manual, this new edition offers current

compensation and budgetary guidance and helps practitioners navigate the newest legal and technological challenges and opportunities in human resources management.

Keywords: public resource management, nonprofit organization, textbook

Human Resource Management in Local Government: An Essential Guide. Siegrun Fox Freyss, (Ed.). Washington DC: ICMA. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/087326164X/qid=1119406777/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

This book represents a unique approach to human resource management that addresses two important needs. First, the book answers the need for a practical guide for local government HR management. The authors detail applications and techniques required in this working environment.

Second, the book answers the need for an instructional text that accurately presents the local government HR manager's role and everyday activities.

Keywords: human resource management, local government, text book

Managerial Discretion in Government Decision Making: Beyond the Street Level. Jacqueline Vaughn and Eric Otenyo. Jones and Bartlett Publishers, 2007.

<http://nonprofit.jbpub.com/catalog/0763746568/>

Managerial Discretion in Government Decision Making: Beyond the Street Level provides a comprehensive discussion of managerial and executive discretion at all levels of government. Beginning with a discussion of moving beyond street-level discourse, this book sets the stage for studying managerial discretion. It examines aspects of expertise in discretionary decision making at the federal level, including several case examples to account for the wide usage of executive orders in managerial positions, and examines the formal roles of managers at state government levels, while highlighting the variations among state managers in their usage of discretion, with examples of state managers with too much discretion. Next the book identifies key aspects of managerial discretion in local governments, including information on the applicability of discretion in school districts and its implications in decision making, discusses the myriad ways in which managers in local jurisdictions either individually or collectively make decisions within the parameters of state laws, board regulations, and/or council ordinances, and concludes with a discussion of how much discretion managers should have and dangers inherent in providing managers with too much discretion, and reinforces the discourses on accountability in public organizations.

Managing Diversity in Public Sector Workforces. Norma M. Riccucci. Westview Press. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/081339838X/qid=1119409524/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

As we enter the twenty-first century, America's workforce looks markedly different than it ever has before. Compared with even twenty years ago, more white women, people of color, disabled persons, new and recent immigrants, gays and lesbians, and intergenerational mixes now work in America. The way in which government employers embrace this opportunity of diversity will clearly distinguish effective and efficient organizations from those which are unproductive and unable to meet the demands and necessities of the American people in the new century.

This book addresses the demographic changes to the labor force and workplace and the ways in which government employers are managing the imminently diverse populations that now fill public sector jobs. It addresses the specific management strategies and initiatives relied upon by public sector employers as well as the implications of effectively managing variegated workforces for the overall governance of American society.

Keywords: public personnel management, management strategy, textbook

Managing Human Behavior in Public & Nonprofit Organizations. R. B. Denhardt, J. V. Denhardt, & M.P. Aristigueta. Thousand Oaks, CA: Sage Publications. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761924744/qid=1119409805/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

This book offers a thorough summarization of organizational behavior, including almost all major topics in the field... the book rises above other textbook choices by its unique potential for helping the readers overcome the knowledge-doing gap through constant self-reflection and practice.

Keywords: human resource in public sector, organizational behavior

Managing Human Resources in the Public Sector. Gill-Robinson Hickman. Harcourt/Wadsworth. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0155073842/qid=1119407948/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

This book is written for the large number of public administration students and practitioners who are interested in becoming department managers and supervisors in various areas of government service. It emphasizes the interdependence between the human resource department and line managers in implementing personnel functions. It also provides enough background and history about human resource management in the public sector for line managers to appreciate why the field functions as it does.

Keywords: public administration, human resource management, textbook

Managing Human Behavior in Public and Nonprofit Organizations. Robert B. Denhardt, Janet Vinzant Denhardt, and Maria P. Aristigueta. Thousand Oaks, Calif.: Sage. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761924744/qid=1119406257/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-7918400-5046448?v=glance&s=books&n=507846

This book offers a thorough summarization of organizational behavior, including almost all major topics in the field... the book rises above other textbook choices by its unique potential for helping the readers overcome the knowledge-doing gap through constant self-reflection and practice

Keywords: human resource management, organizational behavior

The New Public Personnel Administration. *fifth edition.* Felix A. Nigro and Lloyd G. Nigro. Wadsworth. 2000.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=2c7OtiqBVI&isbn=0875814298&TXT=Y&itm=1>

Providing students with a non-technical, policy-oriented, and issue-oriented treatment of the field of public personnel administration, this fifth edition of this well-established text offers current information on public policies, law and court rulings, and other issues in the field. In addition to providing a solid grounding in the history of the civil service in the United States, it also includes a statistical snapshot of the contemporary service on the local, state, and federal levels

Keywords: public personnel administration, new public management, textbook

Personnel Management in Government: Politics and Process (Public Administration and Public Policy), *fourth edition.* Jay Shafritz, Norma M. Riccucci, David H. Rosenbloom, Katherine C. Naff, Albert C. Hyde. NY: Dekker. 1991.

http://www.amazon.com/exec/obidos/tq/detail/-/0824705041/qid=1082302908/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This text gives a comprehensive and well-organized overview of personnel and civil service administration, along with some related policy issues.

Keywords: government, handbook, personnel management, politics, process

Personnel Policy Handbook: How to Develop a Manual That Works. W. S. Hubbart. NY: McGraw-Hill. 1993.

http://www.amazon.com/exec/obidos/tq/detail/-/0070308330/qid=1082302984/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

For creating and updating your company's human resource policy manuals, William Hubbart's *Personnel Policy Handbook* will make organizing and writing them easier than ever. It covers all areas of employee relations--policies, pay, leave of absence, discipline and discharge, benefits and more. Plus, it shows you how to handle the full range of critical contemporary HR issues--from AIDS to chemical safety: save time on extensive research and writing with checklists, policy descriptions and sample policies; reduce expenses with innovative policies that control absences, reduce sick leave abuse and lawsuits; speed up decision-making by quickly sorting out the issues involved in defining any policy; improve job performance with clear policies that help you handle people issues quickly and consistently.

Keywords: handbook, personnel policy, public personnel

Public Personnel Administration and Labor Relations. Norma M. Riccucci, editor. M.E. Sharpe, 2007.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Public+Personnel+Administration+and+Labor+Relations>

The readings in this volume will enlighten and enliven the contents of any standard public administration text covering human resource management. Selected mainly from the pages of *Public Administration Review* and *Review of Public Personnel Administration*, these classic articles trace the historical and evolutionary development of the fields of public personnel administration and labor

relations from the point at which the first civil service law was passed--the Pendleton Act in 1883--through the 21st century. The collection covers everything from the seminal concerns of civil service (e.g., keeping spoils out) to topics that early reformers would never have envisioned (e.g., affirmative action and drug testing).

These works continue to inform the theory and practice of public personnel and labor relations. To facilitate an instructor's ability to assign readings that illuminate lectures and course material, a correlation matrix on the M.E.Sharpe website shows how this book can be used easily alongside eight leading textbooks.

Keywords: public administration, personnel management, textbook

Public Personnel Administration: Confronting the Challenges of Change. Don A. Cozzetto, Theodore B. Pedelski, and Terence J. Tipple. Upper Saddle River, NJ: Prentice Hall. 1996.

http://www.amazon.com/exec/obidos/tg/detail/-/0130093823/qid=1119408762/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-7918400-5046448?v=glance&s=books&n=507846

This text is divided into four parts, each devoted to a particular dimension of public personnel administration: personnel reform; the technical aspects of public personnel; the human aspects of personnel; and personnel law.

Keywords: public administration, personnel management, textbook

Public Personnel Management: Context and Strategy, fifth edition. Donald E. Klingner, John Nalbandian. Prentice Hall. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0130993077/qid=1119407060/sr=8-2/ref=sr_8_xs_ap_i2_xql14/002-7918400-5046448?v=glance&s=books&n=507846

Reflecting contemporary political and managerial *realities*, this book provides a comprehensive exploration of the values, conflicts, political processes, and management techniques which provide the context for personnel administration in the public sector. A five-part organization covers an introduction to the world of public personnel management, planning, acquisition, development, and sanctions. For human resources personnel—especially managers.

Keywords: public personnel management, textbook, public administration

Public Personnel Management: Current Concerns, Future Challenges, third edition. Carolyn Ban and Norma Riccucci, eds. NY: Addison Wesley Longman, 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0321085620/qid=1119406075/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-7918400-5046448?v=glance&s=books&n=507846

This concise and accessible reader contains original articles addressing the most current issues in public personnel management. Each article focuses on a specific--often controversial--issues, such as: the continuing debate over affirmative action and diversity; HR challenges in the third sector; and public personnel in emerging democracies. For those interested in public personnel management in public administration.

Keywords: public personnel management, human resource management, public management

Public Personnel Management and Public Policy, *fourth edition*. Dennis Dresang. NY: Addison WesleyLongman, 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0321078403/qid=1119406534/sr=8-1/ref=pd_bbs_1/002-7918400-5046448?v=glance&s=books&n=507846

The latest edition of this highly praised book retains the characteristics that have made it a success: an accessible writing style, and an abundance of practical exercises and real life case studies. With an increased inclusion of research findings, this updated text continues to elucidate policy issues and professional practice in personnel administration at every level of government-state, local, and federal. For those interested in public personnel management and human resource administration.

Keywords: public personnel management, human resource management, textbook

Public Personnel Update (Public Administration and Public Policy Series, Vol. 27). Michael Cohen, and Robert T. Golembiewski. Dekker. 1984.

http://www.amazon.com/exec/obidos/tg/detail/-/0824772377/qid=1082307801/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This text looks at the relationship between the technical world of public personnel management and the political environment.

Keywords: handbook, public administration, public personnel management

Public Policy

Advice and Consent: The Development of the Policy Sciences. Peter deLeon. NY: Russell Sage Foundation. 1988.

<http://www.worldcatlibraries.org/wcpa/ow/ce6fcceceb95711a19afeb4da09e526.html>

The author sets out to show that in the development of the policy sciences there were two primary shaping dynamics: the realities of the contributing social sciences, which provided pertinent but methodologically restrained counsel on social issues (the 'advice' of the title); and the actual policy-making processes, which perform the task of determining policy on contested issues, and on occasion permit themselves to be guided by the advisory contributions of the social sciences (the 'consent' of the title).

Keywords: public administration, public management, public policy, textbook

Agency Under Stress. Martha Derthick. Washington D.C.: Brookings. 1990.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0815718233&TXT=Y&itm=1>

Derthick (government and foreign affairs, University of Virginia) draws on the recent experience of the Social Security Administration to examine the quality of policymakers' guidance and the feasibility of their policies. She concludes that many structural features of American government hinder good administration, that policymakers lack concern for administration, and that they often miscalculate the administrative consequences of their policy choices. Annotation c. Book News, Inc., Portland, OR (booknews.com).

Keywords: policy making, government agency, administration

Agendas, Alternatives, and Public Policies. John Kingdon. NY: Addison-Wesley Pub. 1995.
<http://www.awl.com/>

This text is a classic original work in political science and in public policy studies. Now in its second edition, *Agendas, Alternatives, and Public Policy* remains the authoritative work on agenda setting and policy formation. Kingdon's report on original research includes many down-to-earth illustrations and quotations from interviews, creating enjoyable and informative reading for undergraduate students. This new edition brings the original up to date with a new chapter with contemporary case studies such as the Clinton health case initiative and further reflections on the theory of policy-making.

Keywords: public administration, public management, public policy, textbook

Agendas and Instability in American Politics. Frank D. Baumgartner and Bryan D. Jones. University of Chicago Press, 1993.
<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0226039390&TXT=Y&itm=1>

In this innovative account of the way policy issues rise and fall on the national agenda--the first detailed study of so many issues over an extended period--Frank R. Baumgartner and Bryan D. Jones show that rapid change not only can but does happen in the hidebound institutions of government.

Short-term, single-issue analyses of public policy, the authors contend, give a narrow and distorted view of public policy as the result of a cozy arrangement between politicians, interest groups, and the media. Baumgartner and Jones upset these notions by focusing on several issues--including civilian nuclear power, urban affairs, smoking, and auto safety--over a much longer period of time to reveal patterns of stability alternating with bursts of rapid, unpredictable change.

A welcome corrective to conventional political wisdom, *Agendas and Instability* revises our understanding of the dynamics of agenda-setting and clarifies a subject at the very center of the study of American politics.

Keywords: policy, agenda, dynamic of policy making process

American Government. Bruce Stinebrickner. Guilford, CT: McGraw-Hill/Dushkin. 2004.
http://www.amazon.com/exec/obidos/tg/detail/-/007286141X/qid=1119325164/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

This thirty-fourth edition of *Annual Editions: American Government* is a compilation of articles from the best of the public press. The articles cover the foundations, the structures, the process and the products of American politics. Annual Editions titles are supported by the student website, Dushkin Online (www.dushkin.com/online), which offers study tips and links to related websites.

Keywords: public policy process, foundation of public policy

American Public Policy Problems: An Introductory Guide. Charles F. Bonser, Eugene B. McGregor and Oster V. Clinton. NJ: Prentice-Hall. 1999.

<http://www.netstoreusa.com/cubooks/013/0130223611.shtml>

The multidisciplinary author team offers a many-faceted examination of policy problems covering the economic, political, and social agenda of the nation. The text balances the traditional descriptive approach with a problem-solving "professional" approach—i.e., it presents a series of public problems and invites consideration of possible solutions. Designed to encompass the broader scope of public affairs as well as political science, it takes a global perspective in examining the processes by which policies are developed, implemented, managed, and changed, highlighting the role of government agencies and bureaucracies along with non-governmental organizations.

Keywords: public administration, public management, public policy, textbook

American Public Policy: Promise and Performance. Guy B. Peters. NY: Chatham House Pub. 1999.

<http://www.amazon.com/American-Public-Policy-Promise-Performance/dp/1568029063>

Chatham House's best-selling introductory text through four editions is fully updated to reflect recent developments in public policy from the late 1990s. Peters provides insights into the policymaking process from agenda setting to evaluation, and examines substantive policy areas such as health care, economics and taxes, education, and energy and the environment.

Keywords: public administration, public management, public policy, social issues, textbook, public policy, introductory textbook

America's Problems: Social Issues and Public Policy. Elliott Currie and Jerome H. Skolnick. NY: Addison-Wesley. 1997.

<http://www.worldcatlibraries.org/wcpa/ow/13b6ce82d5ffa401a19afeb4da09e526.html>

This research-oriented approach introduces students to the empirical aspects of sociology by discussing how research is done and how data is compiled and analyzed. Additionally, a comparative perspective on major topics exposes students to American social problems in context to other nations and provides in-depth coverage of current social/political issues, such as downsizing, the growing gap between the rich and the poor, and the crisis in health care.

Keywords: public administration, public management, public policy, social issues, textbook

Analyzing Public Policy: Concepts, Tools, and Techniques. Dipak K. Gupta. Congressional Quarterly, Inc. 2001.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=1568025556&TXT=Y&itm=1>

Guides students toward a mastery of the skills that policy analysts use every day to evaluate and solve public problems. Material is designed to be easily accessible even when covering the most challenging concepts and methods of analysis. Early chapters introduce the basic foundations of public policy analysis. Subsequent chapters cover skills and techniques of basic statistics, probability and hypothesis testing, survey design, graphical analysis, multiple regression, game theory, and

benefit-cost analysis. Concepts are illustrated with cases. Gupta teaches in the School of Public Administration and Urban studies at San Diego State University.

Keywords: public policy, policy analysis, foundation of policy analysis

An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making. Thomas A. Birkland. M.E. Sharpe. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0765604183/ref=pd_sim_b_3/103-9364801-1672668?%5Fencoding=UTF8&v=glance

This book explains how public policy is made, the types of models which could be used to make/evaluate a public policy, and an overview of how public policymaking fits into the American government process.

Since most people have only learned about the three branches of government, they may not be certain how passed laws are enacted. Lacking the time and expertise needed to implement these laws, legislators at the federal, state, and local levels delegate authority to agencies to make the policy which will implement these laws.

The chief benefit of this text is the qualitative approach which Birkland personally prefers (although he does warn that other approaches use an economics-based approach) and clear explanations. It also contains an annotated bibliography of influential works and a dictionary of key terms used in the public policymaking process.

Keywords: policy making, public policy

Analyzing Policy: Choices, Conflicts, and Practice. Michael C. Munger. W. W. Norton & Company. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0393973999/ref=pd_sim_b_2/103-9364801-1672668?%5Fencoding=UTF8&v=glance

This readable and comprehensive introduction to the principles of public-policy analysis is the first book to integrate the tools students need to analyze politics with the common sense they need to understand how real policies are made. *Analyzing Policy* not only helps students learn the conceptual foundations of policy analysis, but it also helps them understand the conflicts between markets, democracy, and experts in political decision making. The book offers students the basics of the welfare-economics paradigm and cost-benefit analysis while highlighting the roles that policy analysts play. The analytical techniques presented in the text are applied throughout each chapter and in three chapter-length case studies. Students are challenged to apply these techniques on their own in end-of-chapter exercises and additional problems on Norton's supporting Web site

Antitrust Policy and Vertical Restraints. Robert W. Hahn, ed. Brookings Institution Press. 2006.

<http://www.brookings.edu/press/books/antitrustpolicyandverticalrestraints.htm>

Antitrust law is intended to protect consumer welfare and foster competition. At first glance, however, it is often unclear whether certain business practices have positive or detrimental effects.

Businesses frequently engage in activities that may appear anticompetitive on the surface, but are actually beneficial to consumers. Business tying practices, for example, make the sale of one product conditional upon the sale of another product. This practice can either deprive consumers of choice and drive up prices or lower costs and improve convenience. Therefore, it is critical that

policymakers have a keen understanding of which vertical restraints—limitations imposed on businesses by firms located in the production chain—are likely to harm consumers more than they benefit competition. In order to formulate economically efficient policies, they must be able to identify and limit those practices that are likely to do more harm than good.

In *Antitrust Policy and Vertical Restraints* a group of leading scholars takes a hard look at how restraints limit the conditions under which firms may purchase, sell, or resell a good or service. The authors, representing both sides of the antitrust debate over tying practices, provide a uniquely broad perspective on this critical economic policy issue.

Keywords: policy making, public policy

The Antitrust Revolution: Economics, Competition and Policy, *fourth edition*. John E. Kwoka, Jr. and Lawrence J. White. Oxford University Press. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0195161181/qid=1119318963/sr=8-1/ref=sr_8_xs_ap_i1_xql14/102-7181665-4104112?v=glance&s=books&n=507846

This book consists of a set of nineteen original essays on important recent antitrust cases. Each essay discusses a single case and was written by economists who actually participated in the case. The cases are organized into three major sections: horizontal structure; horizontal practices; and vertical and complementary market issues. Each section has an introductory/overview essay written by the editors. In this third edition, eleven new cases have been added, and eight cases from the second edition have been updated and shortened.

Keywords: public policy, economy, antitrust case

Comparative Public Policy. Castles, Francis G. NY: Edward Elgar Pub. 1999.

<http://www.booksamillion.com/ncom/books?pid=1858988233&ad=YHSBKS>

This book fills a huge vacuum in existing student texts. With great lucidity and tremendous reach, this book gives us a comparative, historical and cross-disciplinary panorama of postwar era public sector growth and, now, crisis. Few, if any, existing texts manage so well to present the leading questions, debates and the evidence so succinctly.

Keywords: comparative public policy, public administration, public policy, textbook

Controversies In American Public Policy, *third edition*. John A. Hird, Michael Reese, Matthew Shilvock. Wadsworth Publishing. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0534618480/ref=pd_bxgy_text_1/103-9364801-1672668?v=glance&s=books&st=*

This anthology is structured around a set of substantive debates over a broad range of important contemporary public policy questions. Each chapter poses a provocative contemporary public policy question, and each opens with an overview of the public policy issue in question, including its history and political-economic context. Major articles are used as opposing pairs to debate the policy question posed in each chapter and to help students form an educated opinion of the topic discussed by actively engaging them in a modern public policy debate.

Keywords: government, public policy

Cost-Benefit Analysis: Concepts and Practice, *second edition*. Anthony E. Boardman, David H. Greenberg, Aidan R. Vining, and David L. Weimer. Englewood Cliffs, New Jersey: Prentice-Hall, 2001.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0130871788&TXT=Y&itm=1>

This textbook presents the theories and techniques of cost benefit analysis, illustrated with examples of CBA's real-world application. The book begins with an overview of CBA, then discusses the fundamentals of its use, the valuation of impacts, related methods, and accuracy. Throughout, it emphasizes explanation and application rather than mathematics and theory. This edition includes new material on the application of CBA in developing countries, the social discount rate, shadow prices, and the value of information.

Keywords: policy analysis, cost benefit analysis, textbook

Environmental Policy and Politics, *fourth edition*. Michael E. Kraft. Longman, 2007.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321243536,00.html>

Concise and yet thorough, *Environmental Policy and Politics* is an interdisciplinary, engaging, and up-to-date examination of environmental, natural resource, and energy policy and politics.

Drawing from work within environmental science, policy analysis, and political science, this text critically assesses the key strengths and weaknesses of policymaking processes today, as well as the promise of new policy approaches. Arguing that strong public support is necessary for achieving environmental policy goals, the Fourth Edition stresses the opportunities available to all citizens to influence environmental politics at every level of government.

Equality and Efficiency: The Big Tradeoff. Arthur M. Okun. Brookings Institution Press. 1994.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0815764758&TXT=Y&itm=1>

Keywords: public policy, textbook

Environmental Policy: An Introduction. Barry C. Field. Waveland Press, Inc. n.d.

<http://www.waveland.com/Titles/Field-EP.htm>

Nations throughout the world are struggling to limit and manage environmental damages stemming from economic production and consumption. In virtually every country, collective action in the form of public policy has been undertaken to rein in these impacts. This text provides an authoritative overview of the dynamic process through which governments make decisions on environmental matters.

In clear, reader-friendly language, Field introduces students to the rudiments of the public policy process, the participants and their roles, and the content of the major federal environmental statutes regarding air, water, and land pollution. Throughout the discussion, Field explores the evolving role of the federal government in U.S. environmental policy. He also highlights important ongoing policy issues, both domestic and international, that will confront policy makers well into the future.

Keywords: environmental policy

Evaluating Public Policy. Frank Fischer. Chicago: Nelson-Hall Publisher. 1995.
<http://www.worldcatlibraries.org/wcpa/ow/c52ca86e90958f48a19afeb4da09e526.html>

Drawing on the epistemological concerns of practical discourse and informal logic, especially as advanced by Habermas, Toulmin, Taylor, and Fischer (political science, Rutgers University.) proposes a discourse-oriented framework which he believes incorporates both the rigor of empirical science and the classical traditions of normative theory.

Keywords: evaluation, public administration, public policy, textbook

Handbook of Developmental Policy Studies (Public Administration and Public Policy). Gedeon M. Mudacumura (Editor), M. Shamsul Haque (Editor). CRC. 2004.
http://www.amazon.com/gp/product/0824706021/sr=1-2/qid=1154794575/ref=sr_1_2/102-9150357-4808950?ie=UTF8&s=books

Outlines the development agenda for the 21st century using advice and recommendations from 37 renowned specialists in the field. Considering the current challenges to human progress, this reference book examines recent theories, policies, sectoral priorities, institutional choices, and various social, economic, and administrative factors impacting worldwide modernization and development – emphasizing that communities must continuously evaluate and adjust their program activities in order to achieve a genuine mode of development.

Keywords: administrative, development, modernization, worldwide

Handbook of Fiscal Policy. J. Rabin, G. Stevens. Marcel Dekker. 2001.
http://www.amazon.com/exec/obidos/tq/detail/-/0824707737/qid=1082142729/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This companion volume to *The Handbook of Monetary Policy* contains 40 articles which consider the development of government spending and revenue policymaking, the legacy of John Maynard Keynes, taxes and tax policies, government budgeting and accounting, and government debt management. The last section covers the role of government in formulating economic policies for growth and full employment and reviews issues associated with the implementation of fiscal policies. The two volumes are paged consecutively, and each has a table of contents for both

Keywords: fiscal policy, handbook, public finance, public policy

Handbook of Gay, Lesbian, Bisexual, and Transgender Administration and Policy (Public Administration and Public Policy). Wallace Swan. CRC. 2004.
http://www.amazon.com/Handbook-Lesbian-Bisexual-Transgender-Administration/dp/0824747917/sr=1-1/qid=1168556663/ref=sr_1_1/103-6419575-6075813?ie=UTF8&s=books

Recording issues and obstacles as well as groundbreaking victories in the recognition of gay, lesbian, bisexual, and transgender (GLBT) rights in politics and policy, this landmark handbook introduces core considerations necessary for prompting governmental initiatives and social structures to better serve the GLBT population. Its impressive range of research enlightens all

corners of GLBT public administrative theory and practice, including state, national, and international policy; educational, health, and criminal justice administration; and specialized community issues.

Keywords: administration, GLBT, policy, practice, specialized community, theory

Handbook of Global Economic Policy. S. S. Nagel. Marcel Dekker. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0824703286/qid=1082142761/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Employing a unique organizational principle--from viewing economic problems from conservative and liberal perspectives to developing practical, non-ideological solutions to the problems and finally testing the solution's feasibility in terms of economic, administrative, political, legal, international, and technological obstacles.

Keywords: economic policy, global economic issues, handbook, public policy

Handbook of Global Environmental Policy and Administration. Dennis L. Soden, and Brent, Steel. Marcel Dekker. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0824719891/qid=1082142791/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Provides an international perspective on national and international environmental problems and policies, based on the work of contributors representing anthropology, forest and rangeland resources, environmental science, philosophy, sociology, economics, oceanography, and political science. Coverage includes various approaches to such topics as geographic information systems, survey research, ecosystem management, market-based incentives versus regulation, collaborative policy and dispute resolution, contingent valuation, and environmental ethics. Discussion also extends to environmental policy and management in developing and industrializing countries and in advanced industrial countries, as well as international environmental policy and administration issues. Suitable for use in graduate level seminars in environmental programs.

Keywords: global environmental issues, handbook, public policy

Handbook of Global International Policy. S. S. Nagel. Marcel Dekker. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/0824703464/qid=1082142832/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Written by 24 authorities in the field, this collection focuses on public policy issues among and within nations on every continent, comparing approaches and applications to real-world problems. The book begins with an introduction to the subject, and includes: discussions of U.S. policies in the Democratic Republic of the Congo, South Africa, and Haiti; rebel conflicts in Eritrea, the Sudan, and Ethiopia; arms control and disarmament programs around the world; nationalism in Slovenia and the Federal Republic of Yugoslavia; and the Zapatista movement in Mexico. Contributors include political scientists (and one physicist) from around the world.

Keywords: global international policy, handbook, public policy

Handbook of Global Political Policy. S. S. Nagel. Marcel Dekker. 2000.
http://www.amazon.com/exec/obidos/tg/detail/-/0824703561/qid=1082142858/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The latest in a six volume series of global political policy handbooks, this expansive reference addresses issues of multiculturalism in global political policies. Uses a cross-national, cross policy approach for easy comparisons and to help the reader gain an overall view of global policies. DLC: Comparative government.

Keywords: global political policy, handbook, political issue, public policy

Handbook of Global Social Policy. Stuart S. Nagel and Amy Robb. Marcel Dekker. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/082470357X/qid=1082142925/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Hierarchy through job facilitation, education, encouragement of political participation, and crime reduction. Political scientists from many countries measure the effect of democratization, religion, ethnicity, race, and mass media on internal conflict during the initial post-Cold War period, in Africa, Asia, Europe, and Latin and North America. Some topics include the role of mass communication on Egyptian family planning, Russian nationalism, and the Guatemalan peace process. The editors are affiliated with the University of Illinois-Urbana-Champaign.

Keywords: global policy, global social policy, handbook, social policy

Handbook of Global Technology Policy. Stuart S. Nagel. Marcel Dekker. 2000.
http://www.amazon.com/exec/obidos/tg/detail/-/0824703472/qid=1082142954/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

One in a set of six handbooks on global policy, the others dealing with economic, social, political, international, and legal policy. The two dozen studies are more theoretical than most because they emphasize comparisons across places, times, and substantive fields, but the information can also be applied to real-world problems. As a rule they are written by political scientists from the country they discuss. Within sections on Africa, Asia, Europe, and Latin and North America, they consider such topics as urbanization in Ghana from 1960 to 1984, public opinion on the environment in Japan and Korea, a critical assessment of reforming health policy in Finland, and old lessons for new problems in public management challenges regarding the re-emergence of tuberculosis.

Keywords: global technology policy, globe policy, handbook, technology policy

Handbook of Health Administration and Policy (Public Administration and Public Policy). Anne O. Kilpatrick, and Johnson A. James. Marcel Dekker. 1998.
http://www.amazon.com/exec/obidos/tg/detail/-/0824702212/qid=1082142891/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Provides an overview for health practitioners, a manual for those involved in health administration, and a reference for students in health care management. Part I describes the environment of health care, with chapters on policy and finance, the health care delivery system, assessment and evaluation of health care, and social and legal issues. Part II on the administration of health care

presents perspectives on managing change, health care organizations, and human and financial resources.

Keywords: handbook, health administration, health policy, public policy

Handbook of Monetary Policy. Jack Rabin and Stevens L. Glenn. Marcel Dekker. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0824705785/qid=1082154396/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

In this companion volume to *The handbook of fiscal policy*, scholars and practitioners of monetary policy explain the basics and some of the practices by which the government establishes institutions, laws, and regulation to control the economic system. The first group of articles (there are 79 in all) examines theories and issues related to preserving economic activity, the business cycle and how it has changed over the years, and why preserving economic stability is a principal goal of public policy. Several provide a historical perspective on the development of economic theories and policies, and some look at the political dimensions of economic policy as well as the tools used to measure economic activity. The second part of the handbook explores the development of monetary policy, the challenge of inflation, and issues related to policy implementation and the management of interest rates. The two volumes are paged consecutively, and each has a table of contents for both.

Keywords: economic policy, handbook, monetary economics, monetary policy

Handbook of Public Policy Evaluation. S. S. Nagel. Sage Publications. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0761923748/qid=1082301983/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

Handbook of Public Policy Evaluation is the only book of its kind to present aspects of public policy evaluation that relate to economic, technology, social, political, international, and legal problems. Rather than looking at specific narrowly focused programs, this book emphasizes broad-based evaluation theory, study, and application, providing a rich variety of exceptional insights and ideas.

Keywords: handbook, policy evaluation, public policy, public policy evaluation

Handbook of Research on Urban Politics and Policy in the United States. R. K. Vogel. Westport, CT: Greenwood. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0313291667/qid=1082302299/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A comprehensive reference work provides a way to access research on urban politics and policy in the United States.

Keywords: handbook, urban politics, urban policy, united states policy.

Implementation, third edition. Jefferey Pressman and Aaron Wildavsky. CA: University of California Press. 1984.

<http://www.amazon.com/exec/obidos/tg/detail/-/0520053311/103-4378440-2391849?v=glance>

Three substantial new chapters and a new preface in this third edition explore and elaborate the relationship between the evaluation of programs and the study of their implementation. The authors

suggest that tendencies to assimilate the two should be resisted. Evaluation should retain its enlightenment function while the study of implementation should strengthen its focus on learning.

Keywords: implementation, public administration, public policy, textbook

Inquiry and Change: The Troubled Attempt to Understand and Shape Society. Charles Lindblom. MA: Yale University Press, 1992.

http://www.walmart.com/catalog/product.gsp?dest=9999999997&product_id=486455&sourceid=150000000000001827190

An intriguing exploration of humankind's many attempts to comprehend society in enough complexity to reshape it in a meaningful way.

Keywords: public administration, public policy, textbook

Introducing Public Policy. Jay M. Shafritz and Christopher Borick. Longman, 2008.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321088832,00.html>

Issues for Debate in American Public Policy: Selections from the CQ Researcher. CQ Researcher. CQ Press. (2002).

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?ISBN=156802889X&pdf=y>

This text compiles 16 recently published articles from the CQ Researcher, the policy research tool used by journalists and students. Each of the articles summarizes the mainstream policy debates about a particular issue of public policy, including home schooling, charter schools, health underinsurance, affirmative action, the living-wage movement, the use of sport utility vehicles, abortion, accounting practices, and the "preemptive strike" foreign policy doctrine of George W. Bush. Annotation.

Keywords: public policy, current policy issues, textbook

Making and Managing Policy: Formulation, Analysis, Evaluation. G. R. Gilbert. NY: Dekker. 1984.

http://www.amazon.com/exec/obidos/tg/detail/-/0824771680/qid=1082302681/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

A useful guide for researchers and practitioners who deal with policy issues.

Keywords: handbook, policy evaluation, policy formulation, policy making, public policy

The Microeconomics of Public Policy Analysis. Lee S. Friedman. Princeton University Press. 2002.

<http://www.pupress.princeton.edu/titles/7309.html>

This book shows, from start to finish, how microeconomics can and should be used in the analysis of public policy problems. It is an exciting new way to learn microeconomics, motivated by its application to important, real-world issues. Lee Friedman's modern replacement for his influential

1984 work not only brings the issues addressed into the present but develops all intermediate microeconomic theory to make this book accessible to a much wider audience.

Friedman offers the microeconomic tools necessary to understand policy analysis of a wide range of matters of public concern—including the recent California electricity crisis, welfare reform, public school finance, global warming, health insurance, day care, tax policies, college loans, and mass transit pricing. These issues are scrutinized through microeconomic models that identify policy strengths, weaknesses, and ideas for improvements. Each chapter begins with explanations of several fundamental microeconomic principles and then develops models that use and probe them in analyzing specific public policies.

The book has two primary and complementary goals. One is to develop skills of economic policy analysis: to design, predict the effects of, and evaluate public policies. The other is to develop a deep understanding of microeconomics as an analytic tool for application—its strengths and extensions into such advanced techniques as general equilibrium models and pricing methods for natural monopolies and its weaknesses, such as behavioral inconsistencies with utility-maximization models and its limits in comparing institutional alternatives. The result is an invaluable professional and academic reference, one whose clear explanation of principles and analytic techniques, and wealth of constructive applications, will ensure it a prominent place not only on the bookshelves but also on the desks of students and professionals alike.

Keywords: public policy, microeconomics

No Child Left Behind and the Transformation of Federal Education Policy, 1965–2005.

Patrick J. McGuinn. University Press of Kansas. 2006.

<http://www.kansaspress.ku.edu/newbysubject.html>

Education is intimately connected to many of the most important and contentious questions confronting American society, from race to jobs to taxes, and the competitive pressures of the global economy have only enhanced its significance. Elementary and secondary schooling has long been the province of state and local governments; but when George W. Bush signed into law the No Child Left Behind Act in 2002, it signaled an unprecedented expansion of the federal role in public education.

This book provides the first balanced, in-depth analysis of how No Child Left Behind (NCLB) became law. Patrick McGuinn, a political scientist with hands-on experience in secondary education, explains how this happened despite the country's long history of decentralized school governance and the longstanding opposition of both liberals and conservatives to an active, reform-oriented federal role in schools. His book provides the essential political context for understanding NCLB, the controversies surrounding its implementation, and forthcoming debates over its reauthorization.

Using education as a case study of national policymaking, McGuinn also shows how the struggle to define the federal role in school reform took center stage in debates over the appropriate role of the government in promoting opportunity and social welfare. He places the evolution of the federal role in schools within the context of broader institutional, ideological, and political changes that have swept the nation since the 1965 Elementary and Secondary Education Act, chronicles the concerns raised by the 1983 report *A Nation at Risk*, and shows how education became a major campaign issue for both parties in the 1990s. McGuinn argues that the emergence of swing issues such as education can facilitate major policy change even as they influence the direction of wider political debates and partisan conflict.

McGuinn traces the Republican shift from seeking to eliminate the U.S. Department of Education to embracing federal leadership in school reform, then details the negotiations over NCLB, the forces that shaped its final provisions, and the ways in which the law constitutes a new federal education policy regime—against which states have now begun to rebel. He argues that the expanded federal role in schools is probably here to stay and that only by understanding the unique dynamics of national education politics will reformers be able to craft a more effective national role in school reform.

Keywords: education policy and legislation

Parties, Politics, and Public Policy in America. William J. Keefe and Marc J. Hetherington. Cq Pr. 2003.

<http://www.addall.com/detail/1568026757.html>

New edition of a text that aims to bring into focus the major features of the parties, to account for party form and functions, and to examine and interpret the parties' present condition

Keywords: parties, politics, public administration, public policy, textbook

Policy Analysis by Design. Davis Bobrow and John Dryzek. PA: University of Pittsburgh Press. 1987.

<http://www.worldcatlibraries.org/wcpa/ow/ea3066bef54b46e0a19afeb4da09e526.html>

Will be . . . particularly welcomed by teachers of public policy, because it contains a concise, well-balanced and readable exposition of the major competing approaches to policy analysis today, a range of approaches that often bewilders the novice and is rarely well-understood even by experts within each school of analysis

Keywords: policy design, public administration, public policy, textbook

Policy Analysis: Concept and Practice. David Leo Weimer and Aidan R. Vining. NJ: Prentice-Hall. 1998.

<http://www.alibris.com/search/search.cfm?chunk=25&mtype=&wauth=David%20Leo%20Weimer&qwork=5205318&page=1&matches=11&qsort=r&browse=1&full=1>

This introduction to both the "how's" and "why's" of the practices of public policy provides "reality-based" practical advice about how to actually conduct policy analysis and "demonstrates" the application of advanced analytic techniques. Covers such topics as Efficiency and the Idealized Competitive Model; Rationales for Public Policy (Market Failures, Other Limitations of the Competitive Framework, and Distributional and Other Goals); Limits to Public Intervention: Government Failures; Correcting Market and Government Failures: Generic Policies; How to Confront Policy Problems; Goals/Alternatives Matrices: Some Examples from CBO Studies; Benefit-Cost Analysis; Thinking Strategically About Adoption and Implementation; Benefit-Cost Analysis in Bureaucratic Settings: The Strategic Petroleum Reserve; When Statistics Count: Revising the Lead Standard for Gasoline. For anyone involved in Policy Analysis, Public Policy, Public Finance, Cost-Benefit Analysis.

Keywords: parties, politics, public administration, public policy, textbook

Policy Change and Learning: An Advocacy Coalition Approach. Paul A. Sabatier and Hank C. Jenkins-Smith. Boulder: Westview Press. 1993.

http://www.amazon.com/exec/obidos/tg/detail/-/0813316499/qid=1119330834/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

The field of public policy analysis is undergoing major change and development in the theories its practitioners employ and the way those theories are tested. In this book, the contributors clearly lay out the advocacy coalition approach to public policy analysis and apply it to a variety of public policy problems and arenas. In the process of looking at case studies in education, airline deregulation, communications, energy, and the environment, Sabatier and Jenkins-Smith offer the fullest exposition and application of the advocacy coalition framework to date, revising the approach in significant ways for future research and analysis.

Students are treated to a textbook example of how theory illuminates the policy world, while scholars and policy makers are brought up-to-date on developments in the advocacy coalition framework and its potential to account for many factors that elude the classic stages model of agenda setting, formulation, and implementation. Tables, figures, and a methodological appendix enhance the teaching value of the text.

Keywords: policy analysis, textbook, policy making process

The Policy-Making Process. Charles Lindblom and Edward Woodhouse. Prentice-Hall. 1993.

http://www.amazon.com/exec/obidos/tg/detail/-/0136823602/qid=1119332696/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Emphasizing the policy-making role of ordinary citizens, this text challenges the assumption that political elites and policy analysis professionals hold the keys to improved social problem solving. It covers the challenges facing policy making; conventional government and politics; broader influences on policy making; and improving policy making. For professionals in the fields of public policy analysis and formulation.

Keywords: public policy, policy making process

Policy Design for Democracy. Anne Schneider and Helen Ingram. Kansas: University Press of Kansas. 1997.

http://www.amazon.com/exec/obidos/ASIN/0700608443/qid=1108668971/sr=2-1/ref=pd_bbs_b_2_1/002-2173322-8032851

How can democracy be improved in an age when people are profoundly disenchanted with government? Part of the answer lies in the design of public policy that unmistakably works to advance citizenship by listening to, educating, and involving ordinary people. Schneider and Ingram evaluate the current approaches to policy theory and recommend a series of reforms that will improve policy designs and help restore citizen confidence in government. *Policy Design for Democracy* is one of the first books to examine systematically the broader implications of the substantive aspects of public policy.

Keywords: policy design, public administration, public policy, textbook

Policy Paradox and Political Reason. Deborah Stone. WW Norton. 2001.
<http://www.amazon.com/exec/obidos/ASIN/0673397513/qid%3D1119324053/sr%3D11-1/ref%3Dsr%5F11%5F1/102-7181665-4104112>

Policy Paradox: The Art of Political Decision Making, revised edition. Deborah Stone. W. W. Norton & Company. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/0393976254/ref=pd_sbs_b_2/103-9364801-1672668?%5Fencoding=UTF8&v=glance

Since its debut, *Policy Paradox* has been widely acclaimed as the most accessible policy text available. Unlike most texts, which treat policy analysis and policy making as different enterprises, *Policy Paradox* demonstrates that "you can't take politics out of analysis." Through a uniquely rich and comprehensive model, this revised edition continues to show how real-world policy grows out of differing ideals, even definitions, of basic societal goals like security, equality, and liberty. The book also demonstrates how these ideals often conflict in policy implementation. In this revised edition, Stone has added a full-length case study as an appendix, taking up the issue of affirmative action. Clear, provocative, and engaging, *Policy Paradox* conveys the richness of public policy making and analysis.

Keywords: decision making public policy

Politics and Public Policy. Carl E. Van Horn, Donald C. Baumer, and William T. Gormley, Jr. eds. CQ Press. 2001.
http://www.amazon.com/exec/obidos/tg/detail/-/1568024835/qid=1119324641/sr=8-1/ref=pd_bbs_1/102-7181665-4104112?v=glance&s=books&n=507846

A broad examination of the creation of US public policy viewed through the framework of political culture, corporate and economic influences, and politics. Van Horn (public policy, Rutgers University), Baumer (government, Smith College), and Gormley (government and public policy, Georgetown University) explore six different realms where policy is debated and decided--boardroom, cloakroom, courtroom, living room, chief executive, and bureaucratic politics--following policy from its conception to eventual implementation. They also offer possible tools with which students may assess various public policy, especially as pertaining to economic growth, equal opportunity, and the environment.

Keywords: public policy, bureaucratic politics

The Politics of the Administrative Process, 3rd Edition. Donald F. Kettl and James W. Fesler. Charles C. Thomas Publisher. 2005.
<http://www.cqpress.com/product/Politics-of-the-Administrative-3.html>
Companion Web Site: <http://college.cqpress.com/adminprocess>

Public administration in a democracy has to achieve a delicate balance. Bureaucracy must be powerful enough to be effective, yet accountable to elected officials and, ultimately, to the people. How is that best accomplished? Kettl and Fesler understand that the push and pull of political forces make the functions of bureaucracy ever more contentious, but no less central to governance.

In a long-awaited and widely anticipated revision, the authors continue to answer the challenging questions that drive the study of public administration: What is the nature and purpose of bureaucracy? How do public organizations work and why do they behave the way they do? How are administrative decisions actually made? Always keeping students—our future professionals and

managers—in mind, Kettl and Fesler convey the political and management realities of public organizations through vivid example, and with humility and humor.

Core topics receive strong analytic coverage, including personnel management and leadership issues at all levels of public organizations. Implementation is at center-stage, with a focus on program assessment, contracting, and intergovernmental relations, while the ramifications of budget making and appropriations are also covered in depth. As well, readers can rely on the authors for the ins and outs of regulatory procedures and the appraisals of various decision-making strategies.

Keywords: public policy, bureaucratic politics

A Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving. Eugene Bardach. Seven Bridges Press. 2000.

http://www.amazon.com/exec/obidos/tg/detail/-/1889119296/ref=pd_sim_b_4/103-9364801-1672668?%5Fencoding=UTF8&v=glance

"This straightforward, effective guide to doing policy analysis addresses the psychology, as well as the logic, of the analytical process. Full of helpful hints, such as warnings about language traps... this book has been widely used by students, practicing policy officials in government, and professionals in executive level training."

Public Administration: Clashing Values in the Administration of Public Policy (with InfoTrac), 2nd Edition. Michael C. LeMay. Brooks-Cole Publishing. 2006.

http://www.thomsonedu.com/thomsonedu/student.do?topicid=5FEA&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534601375&disciplinenumber=20

Public Administration, by Michael LeMay, uses a "clash of values" approach that gets to the heart of how administrators make decisions and implement public policy. Engaging, disparate case studies and examples grab the reader's imagination, capturing the full essence and intricacies of this unique area of political science. Fully integrated Internet resources keep the material up-to-date, and encourage students to explore topics through independent research. The "clash of values" theme loosely organizes the text and infuses every chapter, providing students with a sense of how values connote principles, goals, or standards that an individual, class, organization, or society holds dear. A secondary theme investigates the roles that public administrators play throughout the policy process, including targeting a problem, placing it on the government's agenda, structuring the alternatives that elected officials use, implementing public policy through the programs and procedures they largely determine, and finally, evaluating the success or failure of a policy. The second edition updates the value discussion to include the clash of uniformity versus diversity. It describes the reorganization of the national bureaucracies following the 9/11 attacks that prompted the enactment of the Patriot Act and the establishment of the Department of Homeland Security.

Keywords: public administration, public policy

Public Personnel Management and Public Policy. Dennis L. Dresang. TX: Pearson Publications Company. 1999.

http://www.walmart.com/catalog/product.gsp?dest=9999999997&product_id=1611246&sourceid=150000000000001827190

The latest edition of this highly praised book retains the characteristics that have made it a success: an accessible writing style, and an abundance of practical exercises and real life case studies. With

an increased inclusion of research findings, this updated text continues to elucidate policy issues and professional practice in personnel administration at every level of government—state, local, and federal." For those interested in public personnel management and human resource administration.

Keywords: public administration, public personnel management, public policy, textbook

Public Policy. Christopher A. Simon. Longman, 2007.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321117980,00.html>

This new text examines public policy through two lenses: the realm of philosophy and the realm of science. The unique inclusion of a philosophical context allows students to see how government officials' beliefs about what government *ought* to do — their values — inform and shape public policy.

This book weds the “normative” and the “empirical” in its examination of public policy. The first part of the text offers a philosophical context, enabling students to see how different conceptions of “the public good” inform and shape public policy. The second part draws on the realm of science and employs the policy process model as a basis for understanding how public policies actually come to fruition. The first two parts act as a “compass” for the third, which presents substantive policy areas, such as defense, education, health, and criminal justice.

Public Policy: Politics, Analysis, and Alternatives. Michael E. Kraft, Scott Furlong. CQ Press. , 2003.

http://www.amazon.com/exec/obidos/tq/detail/-/1568024843/ref=pd_sbs_b_2/103-9364801-1672668?%5Fencoding=UTF8&v=glance

Public Policy Praxis - Theory and Pragmatism: A Case Approach. Randall S. Clemons and Mark K. McBeth. Prentice Hall. 2000.

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?ISBN=0130258822&pdf=y>

This readable and conceptual approach to public policy carefully balances theory and practice—unlike most other books, which either lack theory or lack practicality. The authors combine positivist and post positivist perspectives on policy analysis, supported by interesting and useful cases. Explores the political basis of policy making and analysis, with a careful eye toward readers' practical needs. Provides models and tools, along with the analytical knowledge necessary for policy analysis. Discusses the limitations, practical political problems, and ethical implications of different techniques and methodologies. Discusses value conflict, power, political systems, democracy, subjectivity, and ambiguity. A comprehensive reference for professionals in public administration or anyone interested in learning about public policy formulation.

Keywords: public policy, policy analysis, case study

Public Policy: The Essential Readings. Stella Z. Theodulou, Matthew A. Cahn. Prentice Hall. 1994.

http://www.amazon.com/exec/obidos/tq/detail/-/0130592552/ref=pd_sbs_b_3/103-9364801-1672668?%5Fencoding=UTF8&v=glance

This collection of 46 key classic and contemporary readings explores the environment within which public policy is made and the actual policy-making process. Key Topics: This book includes readings that are among the most frequently cited or that highlight the link between theory and practice

particularly well. It groups readings into four major sections which parallel both the majority of policy texts and the way many courses are designed: the nature of public policy — including theories and models of public policy making, the making of policy — the sequential stages that policies pass through, the players — both institutional and non-institutional, policy making as a game — the rules, strategies, and culture of the policy game. Each section begins with an overview essay

Public Policy Analysis: An Introduction. William N. Dunn. NJ: Prentice-Hall. 1993.

<http://www.alibris.com/search/search.cfm?qwork=5462812&wauth=William%20N%20Dunn&matches=13&qsort=r>

Taking a systematic approach, this text stresses the adequate formulation of policy problems as a crucial step in solving them. It covers the historical evolution of policy analysis, the definition and formulation of complex policy problems, and the analysis of policy arguments. For professionals working in the fields of public policy evaluation and public administration.

Keywords: policy analysis, public administration, public policy, textbook

Public Policy and Administration, ninth edition. Howard Balanoff. Dushkin Publishing, 2006.

<http://www.dushkin.com/catalog/0073516260.mhtml>

This ninth edition of *Annual Editions: Public Policy and Administration* provides convenient, inexpensive access to current articles selected from the best of the public press. Organizational features include: an annotated listing of selected World Wide Web sites; an annotated table of contents; a topic guide; a general introduction; brief overviews for each section; a topical index; and an instructor's resource guide with testing materials. Using *Annual Editions in the Classroom* is offered as a practical guide for instructors. *Annual Editions* titles are supported by our student website, www.mhcls.com/online.

Public Policy, Crime, and Criminal Justice. Barry W. Hancock and Paul M. Sharp. NJ: Prentice Hall. 1999.

<http://facultyoflaw.net/0130984094.html>

For upper-level undergraduate and graduate courses in Public Affairs, Criminology, Criminal Justice, Political Science, Police Studies, and Public Administration. This unique anthology exposes students to a collection of original works that provide a bridge between issues related to public policy. Students are exposed to a "whole-system" view of policy, crime, and criminal justice.

Keywords: crime, criminal justice, public administration, public policy, textbook

Public Policymaking. James E. Anderson. Houghton Mifflin College. 2000.

<http://www.amazon.co.uk/exec/obidos/ASIN/0618215514/shopping2-21/202-2757123-2391851>

Using the process-oriented approach, *Public Policymaking* provides a logical framework that outlines each stage of policymaking. With a clear and concise writing, the text examines different models of policymaking and how government action affects implementation of policy. Functional activities guide students through the process of identifying a problem, setting an agenda, and concluding with

an evaluation, revision, or termination of a policy. Current issues are integrated into each chapter, introducing students to real policy scenarios and expanding their understanding of how policies are decided and implemented.

Keywords: policy making, public administration, public policy, textbook

Public Policy Making: Process and Principles. Larry N. Gerston. NY: M.E. Sharpe. 1997.
http://www.amazon.com/exec/obidos/tq/detail/-/0765600803/qid=1109006712/sr=1-1/ref=sr_1_1/103-2670720-2173413?v=glance&s=books

This book places the element and dynamic circumstances of public policy in an analytical framework. Viewing the policy framework as a porous, changing entity, this book is designed to give you the political know-how for making sense out of the maze we call the policy making process.

Keywords: policy making, public administration, public policy, textbook

Public Policy, The Theory and Practice of Policy Analysis. Wayne Parson and Edward Elgar Pub. NY: 1995.
http://www.amazon.com/exec/obidos/tq/detail/-/1852785543/qid=1081571461/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

Keywords: public administration, public policy, textbook

Reframing Public Policy: Discursive Politics and Deliberative Practices. Frank Fischer. Oxford University Press. 2003.
<http://www.oup.com/us/catalog/general/subject/Politics/ComparativePolitics/?ci=019924264X&view=usa>

In recent years a set of radical new approaches to public policy, drawing on discursive analysis and participatory deliberative practices, have come to challenge the dominant technocratic, empiricist models in policy analysis. In his major new book, Frank Fischer brings together these various new approaches for the first time and critically examines them. The book will be required reading for anyone studying, researching, or formulating public policy.

Keywords: politics, public policy

Rich Democracies: Political Economy, Public Policy, and Performance. Harold L. Wilensky. The University of California Press. 2002.
<http://www.ucpress.edu/books/pages/9597.html>

In this landmark work, the culmination of 30 years of systematic, comprehensive comparison of 19 rich democracies, Wilensky answers two basic questions: (1) What is distinctly modern about modern societies--in what ways are they becoming alike? (2) How do variations in types of political economy shape system performance? He specifies similarities and differences in the structure and interplay of government, political parties, the mass media, industry, labor, professions, agriculture, churches, and voluntary associations. He then demonstrates how differences in bargaining arrangements among these groups lead to contrasting policy profiles and patterns of taxing and spending, which in turn explain a large number of outcomes: economic performance, political

legitimacy, equality, job security, safety and risk, real health, the reduction of poverty and environmental threats, and the effectiveness and fairness of regulatory regimes.

Drawing on quantitative data and case studies covering the last 50 years and more than 400 interviews he conducted with top decision-makers and advisors, Wilensky provides a richly detailed account of the common social, economic, and labor problems modern governments confront and their contrasting styles of conflict resolution. The result is new light on the likely paths of development of rich democracies as they become richer. Assessing alternative theories, Wilensky offers a powerful critique of such images of modern society as "post-industrial" or "high-tech," "the information age" or the alleged dominance of "globalization."

Because he systematically compares all of the rich democracies with at least three million population, Wilensky can specify what is truly exceptional about the United States, what it shares with Britain and Britain abroad (Canada, Australia, New Zealand) and what it shares with all or almost all of the West European democracies, Israel, and Japan. He gives careful attention to which successful social and labor policies are transferable across nations and which are not.

Rich Democracies will interest both scholars and practitioners. It combines the perspectives of political economy (the interplay of markets and politics) and political sociology (the social bases of politics). It will be especially useful in courses on comparative political economy, comparative politics, European politics, public policy, political sociology, the welfare state, American government, advanced industrial societies, and industrial relations.

Keywords: politics, social theory, public policy

School's In: Federalism and the National Education Agenda. Paul Manna. Georgetown University Press.

2006. <http://press.georgetown.edu/detail.html?session=7fe6226e5b15d0f8d7d74c9967576d14&id=1589010906>

For most of the history of the United States, citizens and elected officials alike considered elementary and secondary education to be the quintessential state and local function. Only in the past four decades, from Lyndon B. Johnson's signing of the landmark Elementary and Secondary Education Act of 1965 to George W. Bush's ambitious but controversial "No Child Left Behind" initiative, has Washington's influence over America's schools increased significantly. Today, many Americans have become more convinced that the U.S. government and the states should play an increasingly important role in the nation's schools.

In *School's In*, Paul Manna looks over forty years of national education policymaking and asserts that although Washington's influence over American schools has indeed increased, we should neither overestimate the expansion of federal power nor underestimate the resiliency and continuing influence of the states. States are developing comprehensive—often innovative—education policies, and a wide array of educational issues have appeared on the political agenda at the state and national levels.

Manna believes that this overlap is no accident. At the core of his argument is the idea of "borrowing strength," a process by which policy entrepreneurs at one level of government attempt to push their agendas by leveraging the capabilities possessed by other governments in the federal system. Our nation's education agenda, he says, has taken shape through the interaction of policy makers at national and state levels who borrow strength from each other to develop and enact educational reforms.

Based on analyses of public laws, presidential speeches, congressional testimony, public opinion, political advertising, and personal interviews, *School's In* draws on concepts of federalism and agenda-setting to offer an original view of the growing federal role in education policy. It provides insights not only about how education agendas have changed and will likely unfold in the future, but also about the very nature of federalism in the United States.

Keywords: education policy

Social Welfare: Politics and Public Policy, *sixth edition*. (Research Navigator Edition).

Diana M. DiNitto and Linda K. Cummins. Allyn & Bacon, 2007.

<http://www.ablongman.com/catalog/academic/product/0,1144,0205503470,00.html>

Social Welfare: Politics and Public Policy is the most comprehensive and easy-to-understand introduction to the social welfare system and social welfare policy.

This is a leading text in social welfare policy in departments of social work, political science, administration and government, and is also used in some departments of sociology. DiNitto focuses on the political aspects of policymaking; she describes the major social welfare programs, including public assistance, Social Security, disability, health insurance, and more. She also addresses racism, sexism, gay rights, and immigration in the context of social welfare policies and programs.

Additionally, it includes new and updated information on welfare reform (TANF), food stamps, managed care, disability, aging, the latest figures on poverty, and the latest information on job training and employment.

A full range of supplements includes an Instructor's Manual/Test Bank and a Computerized Test Bank. Student supplements include an Online Study Guide.

Studying Public Policy. Michael Howlett & M. Ramesh. Oxford University Press. 2003.

<http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?userid=t82o3GWAnM&isbn=0195417941&TXT=Y&itm=1>

Bringing together theoretical and empirical studies, the authors' inductive theory of public policy-making will be of interest not only to students and academic specialists but to anyone active in the public policy process.

Keywords: public administration, public policy, social issues, textbook

The Argumentative Turn in Policy Analysis and Planning. Frank Fischer and John Forrester, editors. Duke University Press. 1993.

http://www.amazon.com/exec/obidos/tg/detail/-/0822313723/gid=1081570598/sr=1-1/ref=sr_1_1/104-9017480-0915921?v=glance&s=books

A dozen studies contribute to the emerging argumentation approach to understanding policy analysis and planning, considering both practical and political aspects of argument without trying to reduce the whole profession to a practice in textual interpretation. Among the topics are discourse coalitions and the institutionalization of practice in the case of acid rain in Great Britain, the priority of practical judgment, and guidelines for consensual versus adversarial discourse.

Keywords: public administration, public management, public policy, social issues, textbook

Theory of Policy Process: Theoretical Lenses on Public Policy. Edited by Paul A. Sabatier. Westview Press. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0813399866/ref=pd_sim_b_2/103-9364801-1672668?%5Fencoding=UTF8&v=glance

Contributors use the most promising and widely-held public policy theories to present the basic propositions of their framework and to discuss promising directions for future research.

Keywords: policy core beliefs. State government innovation, public policy

Understanding Public Policy. Thomas Dye. NJ: Prentice-Hall. 1998.

http://www.amazon.com/exec/obidos/tg/detail/-/0131174525/ref=pd_sbs_b_4/103-9364801-1672668?%5Fencoding=UTF8&v=glance

Designed to provide students with concrete tools for not only understanding public policy in general, but for analyzing specific public policies, this widely-adopted introduction to the field focuses on what policies governments pursue, why governments pursue the policies they do, and what the consequences of these policies are. Very contemporary in perspective, it introduces nine analytical models currently used by political scientists to describe and explain political life and then, using these various analytical models — singly and in combination, explores specific public policies in a variety of key domestic policy areas.

Keywords: public administration, public policy, textbook

Where Are Poor People to Live?: Transforming Public Housing Communities. Larry Bennett; Janet L. Smith; Patricia Wright (editors). 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Where+Are+Poor+People+to+Live%3F%3A+Transforming+Public+Housing+Communities>

This groundbreaking book shows how major shifts in federal policy are spurring local public housing authorities to demolish their high-rise, low-income developments and replace them with affordable low-rise, mixed income communities. It focuses on Chicago and that city's affordable housing crisis, but it provides analytical frameworks that can be applied to developments in every American city. *Where Are Poor People to Live?* provides valuable new empirical information on public housing, framed by a critical perspective that shows how shifts in national policy have devolved the U.S. welfare state to local government while promoting market-based action as the preferred mode of public policy execution. The editors and chapter authors share a concern that proponents of public housing restructuring give little attention to the social, political, and economic risks involved in the current campaign to remake public housing. At the same time, the book examines the public housing redevelopment process in Chicago with an eye to identifying opportunities for redeveloping projects and building new communities across America that will be truly hospitable to those most in need of assisted housing. While the focus is on affordable housing, the issues addressed here cut across the broad policy areas of housing and community development, and will impact the entire field of urban politics and planning.

Keywords: public housing

The World of the Policy Analyst. Robert A. Heineman, et. al. London : Chatham House Publishers. 2002.

<http://search.barnesandnoble.com/booksearch/isbninquiry.asp?ISBN=1889119350&pdf=y>

In recent years, the field of policy analysis has grown in number of practitioners and in reputation. At all levels of government and at every stage of the policy process, analytical studies of problems and evaluations of programs have become commonplace. *The World of the Policy Analyst* is a detailed study of the policy analyst's critical role in America's policymaking process. By stressing the need of the analyst to recognize the political, social, and ideological forces that operate in the policy process, while retaining analytical integrity, the authors bring a "real world" awareness to the understanding of the analyst's function. This updated edition covers recent efforts to integrate values and analysis, explores the implications of increasing fragmentation in the political system and the growing influence of think tanks at the national and state levels, and identifies the challenges posed by rapid scientific and technological change.

Keywords: public policy, policy analysis, policymaking process

Research Methodology and Statistics

Adventures in Social Research: Data Analysis using SPSS 11.0/11.5 for Windows, fifth edition. E. Babbie, F. Halley, & J. Zaino. Thousand Oaks, CA: Sage. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0761987584/qid=1119279951/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=g glance&s=books&n=507846

A book/disk manual and collection of readings on employing General Social Survey (GSS) data and the professional program SPSS to analyze social issues. The text adds a computer skills and data analysis component to introductory courses in sociology, research methods, and statistics, using data on attitudes toward abortion to illustrate univariate, multivariate, and bivariate analysis. Includes sample questionnaires so that students can gather and analyze their own data. The disk contains variables representing cases from the 1990 GSS.

Analysis with Local Census Data: Portraits of Change. Dowell Myers. San Diego: Academic Press. 1992.

<http://www.pratt.lib.md.us/branches/ric/demhow.html>

Provides an overview of the 1990 census data and a practical, hands-on introduction to its analysis.

Keywords: public administration, statistics, textbooks

Applied Statistics for Public Administration, fifth edition. Kenneth J. Meier, Jeffrey L. Brudney. Wadsworth. 2001.

<http://www.bookworkz.com/education/science/0155067036.html>

Applied Statistics for Public Administration is a classic textbook that replaces students' fear of statistics with an understanding and appreciation of powerful quantitative techniques. The authors present a comprehensive treatment of applied statistics, from univariate statistics, through bivariate

methods, to sophisticated multivariate techniques such as multiple regression and time series analysis.

Keywords: public administration, statistics, textbook

Applied Statistics for Public and Nonprofit Administration, 6th Edition. Kenneth J. Meier Jeffrey L. Brudney, John Bohte. Brooks-Cole Publishing. 2006.
http://www.thomsonedu.com/thomsonedu/student.do?topicid=6FC2&sortby=copy&type=all_radio&courseid=PO05&product_isbn=0534602681&disciplinenumber=20

As the first book ever published for Public Administration statistics courses, this successful text makes a difficult subject accessible to students and practitioners of public administration who have little background in statistics or research methods. Steeped in experience and practice, this landmark text remains the first and best in research methods and statistics for students and practitioners in public – and nonprofit – administration. All statistical techniques used by public administration professionals are covered, and all the examples in the text relate to public administration and the nonprofit sector.

Keywords: public administration, statistics, textbook

Approaches to Social Research. Royce Singleton and Bruce C. Straits. NY: Oxford University Press. 1998.
<http://www.netstoreusa.com/stbooks/019/0195105257.shtml>

This book provides a lucid treatment of the four major approaches to research -- experimentation, survey research, field research, and the use of available data. Thoroughly revised and updated throughout, the third edition of this successful book provides both a lucid introduction and the latest information on social, research methods. This introduction to social research methods provides a comprehensive treatment of the four major research approaches: experimentation, survey research, field research and the use of available data. Examples make complex issues accessible to students with no background in social research.

Keywords: public administration, research method, textbook

Basics of Qualitative Research: Techniques & Procedures for Developing Grounded Theory. Anselm Strauss and Juliet M. Corbin. CA: Sage Publishing Co. 1998.
<http://bookcomplex.biz/0803959400.html>

Fourth in a series of books about grounded theory, this book describes in detail the procedures and techniques used in the grounded theory method of qualitative research. The first-time qualitative researcher will now be able to go through the process with a competent guide, while the experienced researcher will be able to find answers to unanswered questions. The book starts with an explanation of the theoretical and philosophical foundations of the grounded theory method in qualitative research. Later chapters explain the different techniques that can be used in this approach, with examples. Sections that give definitions of terms used in this research approach provide a clearer understanding of the discussion in each chapter. This book is an ideal companion for anyone wishing to pursue qualitative research.

Keywords: public administration, qualitative analysis, textbook

Basic Methods of Policy Analysis and Planning, *second edition*. Carl V. Patton and David S. Sawicki. Prentice Hall; Upper Saddle River, NJ. 1993.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=013060948X&TXT=Y&itm=1>

Keywords: policy analysis and research methods

Case Study Research: Design and Methods, *third edition*. Robert K. Yin. Beverly Hills, CA: Sage Publications. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761925538/qid=1119278145/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

This new edition of the best-selling *Case Study Research* has been carefully revised, updated, and expanded while retaining virtually all of the features and coverage of the second edition. Robert Yin's comprehensive presentation covers all aspects of the case study method--from problem definition, design, and data collection, to data analysis and composition and reporting. Yin also traces the uses and importance of case studies to a wide range of disciplines, from sociology, psychology and history to management, planning, social work, and education.

Keywords: research methods, case study approach

Computer Analysis and Qualitative Research. Nigel G. Fielding, and Raymond M. Lee. CA: Sage Publishing Co. 1998.

<http://www.sagepub.com/book.aspx?pid=6169>

Authors Nigel G. Fielding and Raymond M. Lee, leading researchers in the field, provide a lucid and accessible text on the nature of this change and profile potential new approaches to qualitative data analysis. They report on findings from the first systematic field research on the impact of CAQDAS. They analyze the rapidly growing popularity and legitimacy of qualitative research methods, looking at users' experiences of CAQDAS and the advantages and disadvantages of computers use, research resources, and the status of qualitative research. Fielding and Lee also cover the principal approaches in qualitative research and show how leading computer programs are actually used. They provide a framework for developing the craft and practice of CAQDAS and conclude by examining new techniques and the evolution of qualitative research to meet new challenges. *Computer Analysis and Qualitative Research* will be essential reading for anyone using qualitative research methods.

Keywords: public administration, qualitative analysis, textbook

Computer Programs for Qualitative Data Analysis: A Software Sourcebook. Eben Weitzman & Matthew B. Miles. CA: Sage Publishing Co. 1995.

http://www.akabook.com/lsbnSearch_script.jsp?searchterm=0803955375

In *Computer Programs for Qualitative Data Analysis*, Weitzman and Miles . . . provide a critical, in-depth look at 24 separate applications. The authors make an impressive team: Weitzman is a professor of social and organizational psychology with an extensive computer background, and Miles is a social psychologist who is well-known in the field of qualitative research for co-authoring a popular book on qualitative data analysis with A. Michael Huberman. Together, the two researchers

have produced an informative, user-friendly sourcebook that can save readers a significant amount of time and money when shopping for a software program for qualitative data analysis.

Keywords: public administration, qualitative data analysis, textbook

Dictionary of Qualitative Inquiry, *second edition*. T. A. Schwandt. Thousand Oaks, CA: Sage. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0761921664/gid=1119277459/sr=8-1/ref=pd_ka_1/002-5132490-3367252?v=glance&s=books&n=507846

Intended as a guide to the terms and phrases that partially shape the nature, purpose, logic, meaning, and methods of the practices called qualitative inquiry, this new edition has 110 additional new terms as well as new key references for every entry. These key references help acquaint readers with the complexity of the issues behind the concepts examined in the book. In addition, most of the entries have been expanded and clarified to enhance readers' comprehension of the concepts. Taken in their entirety, the entries are less a technical guide to qualitative methods and more of a guide to concepts and theoretical orientations in qualitative studies. Students and researchers will find this book a marvelous vessel for navigating the various streams of qualitative studies and as a starting point for launching their own investigations into methodological issues.

Keywords: qualitative methods, research design, methodological issues

Designing Social Inquiry: Scientific Inference In Qualitative Research. Gary King, Robert O. Keohane, and Sidney Verba. Princeton University Press. 1994.

<http://www.pupress.princeton.edu/titles/5458.html>

While heated arguments between practitioners of qualitative and quantitative research have begun to test the very integrity of the social sciences, Gary King, Robert Keohane, and Sidney Verba have produced a farsighted and timely book that promises to sharpen and strengthen a wide range of research performed in this field. These leading scholars, each representing diverse academic traditions, have developed a unified approach to valid descriptive and causal inference in qualitative research, where numerical measurement is either impossible or undesirable. Their book demonstrates that the same logic of inference underlies both good quantitative and good qualitative research designs, and their approach applies equally to each.

Providing precepts intended to stimulate and discipline thought, the authors explore issues related to framing research questions, measuring the accuracy of data and uncertainty of empirical inferences, discovering causal effects, and generally improving qualitative research. Among the specific topics they address are interpretation and inference, comparative case studies, constructing causal theories, dependent and explanatory variables, the limits of random selection, selection bias, and errors in measurement. Mathematical notation is occasionally used to clarify concepts, but no prior knowledge of mathematics or statistics is assumed. The unified logic of inference that this book explicates will be enormously useful to qualitative researchers of all traditions and substantive fields.

The Data Game: Controversies in Social Science Statistics. Mark H. Maier.

M.E. Sharpe: Armonk, New York. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0765603764&TXT=Y&itm=1>

Now updated for web-based research, the third edition of *The Data Game* introduces readers to the collection, use, and interpretation of statistical data in the social sciences. Separate chapters are devoted to data in the fields of demography, housing, health, education, crime, the national economy, wealth, income and poverty, labor, business, government, and public opinion polling. The concluding chapter is devoted to the, common problem of ambiguity in social science statistics.

Key words: textbook, statistical analysis, social science

Doing Qualitative Research, second edition. Benjamin F. Crabtree (Editor), William L. Miller (Editor). CA: Sage Publishing Co. 1999.

http://www.amazon.com/exec/obidos/ASIN/0761914986/qid=1109113576/sr=2-1/ref=pd_bbs_b_2_1/103-2670720-2173413

Popular in its first edition for its clear delineation of the issues and the way it prepared readers for doing qualitative research, particularly in health settings, this new second edition will show readers new ways of knowing, how to ask questions at multiple system levels (from global to family to the cell) and the incursive interaction between these levels, and ways to expand existing research approaches.

Keywords: public administration, qualitative research, textbook

Doing Qualitative Research Using QSR NUD*IST. Celia Gahan, Mike Hannibal. CA: Sage Publishing Co. 1998.

http://www.amazon.com/gp/product/0761953906/sr=1-1/qid=1154801485/ref=sr_1_1/102-9150357-4808950?ie=UTF8&s=books

This is a complete toolkit for sensitive interpretation, through exploration and rigorous management, and analysis of qualitative data.

Keywords: qualitative analysis, public administration, textbook

Essential Mathematics for Political and Social Research. Jeff Gill. Cambridge University Press. 2006.

<http://www.cambridge.org/us/catalogue/catalogue.asp?isbn=052168403x>

Essential Mathematics for Political and Social Research addresses an educational deficiency in the social and behavioral sciences. This is the first book of its kind to specifically address the comprehensive introduction to the mathematical principles needed by modern social scientists. The material introduces basic mathematical principles necessary to do analytical work in the social sciences, starting from first principles, but without unnecessary complexity. The core purpose is to present fundamental notions in standard notation and standard language with a clear, unified framework throughout. Through examples and exercises, this book is intended to not only motivate specific mathematical principles and practices, but also introduce the way that social science

researchers use these tools. The intended emphasis is on conceptual understanding of key principles and their subsequent application.

Keywords: qualitative analysis, public administration, textbook

Essential Statistics for Public Managers and Policy Analysts, *second edition*. Evan M. Berman. CQ Press. 2006.

<http://www.cqpress.com/product/Essential-Statistics-for-Public-4.html>

With clear and straightforward instruction, a companion workbook, and an unbeatable price, *Essential Statistics* affords maximum flexibility for students and instructors. Brief chapters hone in on core concepts and tools, allowing students to start working with data on the computer from the very start. Learning objectives and key term lists frame chapters while a wealth of graphics—tables, figures, and boxes—visually help explain statistical techniques and enhance skill acquisition.

In answering to helpful feedback from adopters, this second edition touts important improvements:

- A simplified organization—moving from 8 to 16 chapters—separates out statistical techniques making it easier for instructors to assign text materials throughout a semester and for students to master one skill at a time.
- Added examples and detail—from scenarios public managers and policy analysts are likely to encounter on the job—offer application of each technique in practice.
- Further explanation of research methods, now more than four chapters, offers students a great refresher or lays needed groundwork.
- New “getting started” boxes prompt students to ask themselves questions along the way that promote application and reinforce basic skills.
- Expanded coverage of crosstabs, logistic regression, and time series analysis, as well as reference to important new scholarship and enhanced discussion of research ethics and data sources.

Keywords: statistics

Focus Groups: A Practical Guide for Applied Research. R.A. Krueger. CA: Sage, 1988.

http://www.amazon.com/exec/obidos/search-handle-url/ref=dp_searchBox_1/103-2670720-2173413?url=index%3Dbooks%26dispatch%3Dsearch%26results-process%3Dbin&field-keywords=focus+groups%3A+a+practical+guide+for+applied+research&x=4&y=10

The highly acclaimed first edition of Richard A. Krueger's *Focus Groups* has become the standard introduction to this widely used technique. Retaining its focus on applied research and its step-by-step approach to planning and conducting a successful focus group, this new edition has been expanded to offer broader coverage on analyzing focus group results and exploring various collaborative approaches. It also includes additional material on questioning strategies, moderator roles, selecting participants, and accounting for cultural diversity within a focus group.

Keywords: focus group, qualitative analysis, public administration, textbook

Foundations of Behavioral Research, *third edition*. Fred N. Kerlinger. New York: Holt, Rinehart and Winston, Inc. 1986.

http://www.amazon.com/exec/obidos/tg/detail/-/0155078976/qid=1119274755/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

This text examines the fundamentals of solving a scientific research problem, focusing on the relationship between the problem and the research design. This edition includes new information about computer statistical software, multivariate statistics, research ethics, and writing research reports in APA style. This book is ideal for graduate students in that it covers statistics, research methodology, and measurement all in one volume. This is a book that graduate students will keep as a reference throughout their careers.

Keywords: research design, research ethics, methodology

Handbook of Research Design and Social Measurement, *sixth edition*. Delbert C. Miller and Neil J. Salkind. Sage, 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761920463/qid=1119278305/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-5132490-3367252?v=glance&s=books&n=507846

A basic guide for conducting research in the social sciences and in such related fields as journalism, education, and business. Since its first publication in 1964, it has been used as a reference for professionals, and as both a primary and supplementary textbook for college students. The fourth edition came out in 1983.

Keywords: research design, social research guideline

Handbook of Evaluation Research. M. Guttentag and E. L. Struening. Beverly Hills, CA: Sage Publication. 1975.

http://www.amazon.com/exec/obidos/tg/detail/-/0803904282/qid=1082142608/sr=1-2/ref=sr_1_2/102-1404922-2673704?v=glance&s=books

A handbook of research strategy from design to analytical processes to evaluation.

Keywords: evaluation research, handbook, research methodology

Handbook of Mixed Methods in Social & Behavioral Research. Abbas Tashakkori (Editor), Charles B. Teddlie (Editor). Sage Publications, 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0761920730/qid=1082154333/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The *Handbook of Mixed Methods in Social & Behavioral Research* contains a gold mine of articles by leading scholars on what has come to be known as the third methodological movement in social research. Aimed at surveying the differing viewpoints and disciplinary approaches of mixed methods, this breakthrough book examines mixed methods from the research enterprise to paradigmatic issues to application. The book also discusses the strengths and weaknesses of mixed methods designs, and provides an array of specific examples in a variety of disciplines, from psychology to nursing. The book closes with a brief section on how to teach and perform collaborative research using a mixed methods research design. Written so that it can be used either as a pedagogical tool or as a reference for researchers, the book is rich in examples and includes a glossary, easy-to-

follow diagrams, and tables to help readers become more familiar with the language and controversies in this evolving area.

Keywords: behavioral research, handbook, research methodology, social research

Handbook of Qualitative Research, *second edition*. Norman K. Denzin, and Yvonna S. Lincoln. CA: Sage. 2000.

<http://search.barnesandnoble.com/bookSearch/isbnInquiry.asp?sourceid=00406682598053681329&ISBN=0761915125&bfdate=02-22-2005+09:43:18&popup=0>

The second edition of the *Handbook of Qualitative Research* is virtually a new volume. Over half of the authors from the first edition have been replaced by new contributors. Indeed there are 33 new chapter authors or co-authors. There are six totally new chapter topics, including contributions on: queer theory, performance ethnography, testimonies, focus groups in feminist research, applied ethnography, and anthropological poetics. All returning authors have substantially revised their original contributions, in many cases producing a totally new and different chapter.

Keywords: handbook, qualitative analysis, public administration, qualitative analysis, textbook

Handbook of Research Design and Social Measurement: A Text and Reference Book for the Social and Behavioral Science, *fifth edition*. Delbert C. Miller. CA: Sage. 1991.

http://psychology-books-online.com/0761920463/Handbook_of_Research_Design_and_Social_Measurement.html

A unique contribution of the handbook is the centralized presentation of sociometric scales and indexes, many given in full with citations to published works. Particularly good presentations are made of measures of social status, the premier sociological individual difference variables, and social indicators in general.

Keywords: public administration, research design, textbook

Handbook of Research Methods in Public Administration. Gerald J. Miller and Marcia L. Whicker. Marcel Dekker. 1999.

http://www.amazon.com/gp/reader/0824702131/ref=sib_dp_pt/103-1928116-2923005#reader-link

This comprehensive handbook exposes investigators and practitioners to a wide variety of quantitative methods used for research in public administration, public policy, and nonprofit management, including theory-building and testing---increasing the awareness and command of analytical tools critical to the resolution of complex problem.

Keywords: handbook, research methods

How It's Done: An Invitation to Social Research. Emily Stier Adler and Roger Clark. Belmont, CA: Wadsworth. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0534533256&TXT=Y&itm=1>

This text contains an accessible format, engaging language, focus on real researchers, and student exercises. The book gives students first-hand experience with the research process, provides them

with a behind-the-scenes glimpse of how professional researchers have done their work, and presents social science research in a clear and inviting manner.

Keywords: social research analysis, introduction to social research.

How to Conduct Surveys: Step by Step Guide, *second edition*. Arlene Fink and Jacqueline Kosecoff. Beverly Hills, CA: Sage Publications. 1998.

http://www.amazon.com/exec/obidos/tg/detail/-/0761914099/gid=1119277903/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

The questionnaire design section contains many examples of how not to word questions. . . . The section on scaling is also useful and evaluators in education especially will find the summary of benefit. There is also a good section on types of evaluative research designs that might use surveys. Longitudinal surveys and normative designs are summarized concisely and clearly

Keywords: survey research, research methodology

Interpretation and Method: Empirical Research Methods and the Interpretive Turn. Dvora Yanow (editor); Peregrine Schwartz-Shea. M.E. Sharpe Inc. 2006.

<http://www.mesharpe.com/mall/resultsanew.asp?Title=Interpretation+and+Method%3A+Empirical+Research+Methods+and+the+Interpretive+Turn>

This book demonstrates the relevance, rigor, and creativity of interpretive research methodologies for the social and human sciences. Designed for use either in a course devoted to interpretive or qualitative research methods or in a course in which the instructor seeks a balance between positivist and interpretive approaches, the book situates *methods* questions within the context of broader *methodological* questions--specifically, the character of social realities and their know-ability.

Exceptionally clear and well-written chapters provide engaging discussions of the methods of accessing, generating, and analyzing social science data, using methods ranging from reflexive historical analysis to critical ethnography. Reflecting on their own research experiences, the contributors offer an inside, applied perspective on how research topics, evidence, and methods intertwine to produce knowledge in the social sciences.

Keywords: research methodology

An Introduction to Modern Econometrics Using Stata. Christopher F. Baum. *Boston College, Massachusetts*: CRC Press. 2006.

http://www.crcpress.com/shopping_cart/products/product_detail.asp?sku=SZ0130&parent_id=&pc=

Integrating a contemporary approach to econometrics with the powerful computational tools offered by Stata, *An Introduction to Modern Econometrics Using Stata* places modern econometric theory in a practical context applied to real data sets using Stata software. The author emphasizes the role of method-of-moments estimators, hypothesis testing, and specification analysis and demonstrates how to apply theory to practice with numerous examples. He begins with several chapters that build familiarity with the basic skills needed to work with econometric data in Stata before delving into the core topics, which range from the multiple linear regression model to instrumental-variables estimation. *An Introduction to Modern Econometrics*:

- Bridges the gap between econometric theory and its application using Stata;

- Demonstrates the basic skills needed to load and manipulate data in the Stata environment;
- Examines the consequences of failures of the multiple linear regression model's assumptions; and
- Covers indicator variables and interaction effects as well as panel-data analysis and discrete- and limited-dependent variables.

Keywords: qualitative analysis, public administration, textbook

An Introduction to Qualitative Research. Uwe Flick. CA: Sage Publishing Co. 1998.
<http://search.barnesandnoble.com/bookSearch/isbnInquiry.asp?sourceid=00406682598053730070&ISBN=0761974369&bfdate=02-22-2005+10:42:49&popup=0>

A carefully constructed textbook, *An Introduction to Qualitative Research* provides a comprehensive, accessible, and timely introduction to the theory and practice of qualitative research. Students are increasingly faced with a proliferation of qualitative research literature and methodological concepts.

Keywords: qualitative analysis, public administration, textbook

Introduction to Social Research: Quantitative and Qualitative Approaches. Keith F. Punch. CA: Sage Publishing Co. 1998.
<http://readinglists.co.uk/rsl/student/sbviewlist.dfp?id=3153&facid=3335&instid=N91>

The book is unusual in that it deals in depth with both quantitative and qualitative research, showing equal respect for both. It explains in a systematic and plausible way underlying similarities of logic between the two approaches. This will pave the way to greater understanding between practitioners of the two approaches and, one hopes, broader utilization of the insights of each.

Keywords: qualitative analysis, public administration, textbook

Methods for Policy Research. Ann Majchrzak. Newbury Park, California: Sage. 1984.
http://www.amazon.com/exec/obidos/tg/detail/-/0803920601/qid=1119279256/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

Ann Majchrzak presents pragmatic approaches to conducting policy research and analysis that demonstrate distinct alternatives for policymakers. Incorporating real-world issues and concrete examples, the author details the key steps in the policy research process—including preparation, problem identification, conceptualization, contextual considerations, and analysis of factors potentially causing the social problem under study. She outlines procedures for examining policy-relevant variables—in order to modify initial policy recommendations to enhance their likelihood - and emphasizes the importance of communicating to policymakers the value and applicability of research. Ann Majchrzak's work will be an invaluable reference to professional social scientists and students—graduate and advanced undergraduate—interested in pursuing the resolution of today's complex social problems by improving public policy research results.

Keywords: research methods, policy decision making

Mixed Methodology: Combining Qualitative and Quantitative Approaches. Abbas Tashakkori, and Charles Teddlie. CA: Sage Publishing Co. 1998.
<http://b00ks.bankhacker.com/Charles+Teddlie/>

Authors Abbas Tashakkori and Charles Teddlie explore the most resourceful way to combine qualitative and quantitative methodologies. Beginning with a discussion of the paradigm wars between positivism and constructivism, *Mixed Methodology* explains the differences between using mixed methods in only the research methodology portion of a study versus using mixed model studies across all phases of the research process, and then presents a typology of mixed methods and mixed model studies.

Keywords: public administration, research methodology, textbook

Multivariate Data Analysis Hair, et al. Prentice-Hall. 1998.
<http://www.amazon.com/Multivariate-Data-Analysis-Joseph-Hair/dp/0138948585>

For graduate-level courses in Marketing Research, Research Design and Data Analysis . Well-suited for the non-statistician, this applications-oriented introduction to multivariate analysis greatly reduces the amount of statistical notation and terminology used while focusing instead on the fundamental concepts that affect the use of specific techniques

The Multivariate Social Scientist: Introductory Statistics Using Generalized Linear Models. Hutcheson, Graeme and Sofroniou, Nick. Thousand Oaks, CA: Sage Publications, 1999
http://www.amazon.com/exec/obidos/tq/detail/-/0761952012/qid=1119275818/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

The book combines a sound and clear exposition of GLMs with a wealth of practical tips. Even for those already familiar with most of the techniques covered it would be an excellent refresher course

Keywords: multivariate models, GLM, quantitative methods

Multivariate Analysis Techniques in Social Science Research: From Problem to Analysis. Jacques Tacq. Thousand Oaks, CA: Sage Publications. 1996.
http://www.amazon.com/exec/obidos/tq/detail/-/0761952721/qid=1119276108/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

This statistical text explores multivariate analysis, and demonstrates how to make the most appropriate choice of technique, drawing examples from sociology, psychology, economics, political science, and international comparative research. The first part provides an overview of different types of research problems and multivariate methods. The second shows the detailed application of each chosen technique, using data from published empirical studies.

Keywords: social science research design, analysis, empirical study

Nuts and Bolts for the Social Sciences, Jon Elster. Cambridge University Press. 1989.
<http://www.amazon.com/Nuts-Bolts-Social-Sciences-Elster/dp/0521376068>

This book is intended as an introductory survey of the philosophy of the social sciences. It is essentially a work of exposition which offers a tool-box of mechanisms - nuts and bolts, cogs and wheels - that can be used to explain complex social phenomena. Within a brief compass, Jon Elster covers a vast range of topics. His point of departure is the conflict we all face between our desires

and our opportunities. How can rational choice theory help us understand our motivation and behavior? More significantly, what happens when the theory breaks down but we still cleave to a belief in the power of the rational? Elster describes the fascinating range of forms of irrationality - wishful thinking, the phenomenon of sour grapes, discounting the future in non-cooperative behavior. He shows how these issues bear very directly upon our lives in such concrete situations as wage bargaining, economic cartels, political strikes, voting in elections, and court decisions involving child custody. This is a remarkably lucid and comprehensive introduction to the social sciences for students of political science, philosophy, sociology and economics. It will also prove fascinating to any non-academic readers who want to understand a little better the forces governing human behavior in its social context.

Keywords: social science methodology

Philosophical Foundations of Quantitative Research Methodology. By Chong Ho Yu. University Press of America. 2006.

[http://www.univpress.com/Catalog/SingleBook.shtml?command=Search&db=^DB/CATALOG.db&eqSKUdata=076183429X&thepassedurl=\[thepassedurl\]](http://www.univpress.com/Catalog/SingleBook.shtml?command=Search&db=^DB/CATALOG.db&eqSKUdata=076183429X&thepassedurl=[thepassedurl])

This book is a crystallization of author Chong Ho Yu's contemplation on the meaning of quantitative methods from the perspectives of history and the philosophy of science. Emphasizing the importance of a data analyst "always knowing where the numbers come from," Yu broadens the search to include a gamut of questions exploring the foundations of quantitative research. These questions include: How did the Fisherian and Pearsonian frameworks originate? Is quantitative methodology based upon logical positivism? How could statisticians synthesize abductive, deductive, and inductive methods while they are substantively different in their logics? How could researchers make a causal inference while a strong correlation does not necessarily entail a causal structure? This informative book is written for readers with an intermediate knowledge of statistics and philosophy.

Keywords: social science research design, analysis, empirical study

Policy Analysis: Concepts and Practice, third edition. David L. Weimer and Aidan R. Vining. 1999. Prentice Hall.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0131830015&TXT=Y&itm=1>

This introduction to both the *how's* and *whys* of the practices of public policy provides *reality-based* practical advice about how to actually conduct policy analysis and *demonstrates* the application of advanced analytic techniques. Covers such topics as Efficiency and the Idealized Competitive Model; Rationales for Public Policy (Market Failures, Other Limitations of the Competitive Framework, and Distributional and Other Goals); Limits to Public Intervention: Government Failures; Correcting Market and Government Failures: Generic Policies; How to Confront Policy Problems; Goals/Alternatives Matrices: Some Examples from CBO Studies; Benefit-Cost Analysis; Thinking Strategically About Adoption and Implementation; Benefit-Cost Analysis in Bureaucratic Settings: The Strategic Petroleum Reserve; When Statistics Count: Revising the Lead Standard for Gasoline. For anyone involved in Policy Analysis, Public Policy, Public Finance, Cost-Benefit Analysis.

Keywords: data analysis, policy analysis, analytic technique

Practices of Social Research. Earl Babbie. CA: Wadsworth Pub. 1998.

<http://www.alibris.com/search/books/qwork/5284796/used/Practice%20of%20Social%20Research>

Content includes and emphasizes the important of problem-solving and decision-making, the links between statistics and research methods, and the use of computers in social research. Includes current research examples and illustrations from such recent topics as welfare and poverty, gender issues, affirmative action, the AIDS epidemic, and more.

Keywords: public administration, social research, textbook

Principles and Practice of Structural Equation Modeling, second edition. Rex B. Kline, NY: Guilford Press. 2004.

http://www.amazon.com/exec/obidos/tg/detail/-/1572306904/qid=1119276267/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

The bestselling text that has been so popular with graduate students and researchers for providing an accessible guide to the application, interpretation, and pitfalls of structural equation modeling (SEM) has now been carefully revised to be even more useful.

Keywords: structural equation modeling, quantitative analysis

Program Evaluation: Methods and Case Studies, fourth edition. E. J. Posavac and R. G. Carey. NJ: Prentice-Hall. 1992.

<http://www.angelo.edu/services/library/newbooks/newbooks1.htm>

This volume provides a comprehensive yet accessible introduction to the skills, attitudes and methods required to evaluate programs offered in public and private organizations. The authors stress the development of a program-improvement focus that begins with program conceptualization through implementation and analysis of outcomes and costs. They also provide detailed descriptions of methods for improving program evaluation reports and encouraging utilization.

Keywords: evaluation, public administration, research methodology, textbook

Proposals that Work: A Guide for Planning Dissertations and Grant Proposals, third edition. Lawrence F. Locke, Waneen W. (Wyrick) Spirduso, Stephen J. Silverman. Newbury Park, California: Sage. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0761917071/qid=1119279781/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

Previous editions of this book have helped over 100,000 students and professionals write effective proposals for dissertations and grants. Covering all aspects of the proposal process, from the most basic questions about form and style to the task of seeking funding, *Proposals That Work* offers clear advice backed up with excellent examples. In the new edition, the authors have integrated a discussion of the effects of new technologies and the Internet on the proposal process with URLs listed where appropriate. In addition, there is a new chapter on funding for student research and a completely written chapter on qualitative research. As always, the authors have included a number of specimen proposals, two that are completely new to this edition, to help shed light on the important issues surrounding the writing of proposals

Keywords: writing proposals, research methodology

Public Program Evaluation: A Statistical Guide. Laura Langbein. M.E.Sharpe, 2006.
<http://www.mesharpe.com/mall/resultsanew.asp?Title=Public+Program+Evaluation%3A+A+Statistical+Guide>

This readable and comprehensive text is designed to equip students and practitioners with the statistical skills needed to meet government standards regarding public program evaluation. Even those with little statistical training will find the explanations clear, with many illustrative examples, case studies, and applications.

Far more than a collection of statistical techniques, the book begins with chapters on the overall context for successful program evaluations, and carefully explains statistical methods--and threats to internal and statistical validity--that correspond to each evaluation design. The authors then present a variety of methods for program analysis, and advise readers on how to select the mix of methods most appropriate for the issues they deal with-- always balancing methodology with the need for generality, the size of the evaluator's budget, the availability of data, and the need for quick results.

Keywords: public administration, program evaluation, research methodology

The Qualitative Dissertation: A Guide for Students and Faculty. Noreen Garman and Maria Piantanida. Upper Saddle River, NJ: Prentice Hall, 2003.
<http://www.amazon.com/Qualitative-Dissertation-Guide-Students-Faculty/dp/080396689X>

Doing qualitative research for one's thesis requires a conscious, internal awareness within the external structural, political, and human context of higher education. This book is the result of a desire to fill a void that had not yet been addressed in a text format -- the needs and confusions of the doctoral student selecting qualitative methodologies for his/her dissertation research.

Keywords: public administration, qualitative research, textbook

Qualitative Inquiry. Norman K Denzin, Yvonna Lincoln. CA: Sage Publication, 2000.
<http://www.sagepub.com/journalsProdDesc.nav?prodId=Journal200797>

Qualitative Inquiry provides an interdisciplinary forum for qualitative methodology and related issues in the human sciences. With Qualitative Inquiry you have access to lively dialogues, current research and the latest developments in qualitative methodology.

Keywords: public administration, qualitative research, textbook

Qualitative Methods and Analysis in Organizational Research: A Practical Guide. Gillian Symon and Catherine Cassell. CA: Sage Publication, 1998.
http://www.findarticles.com/p/articles/mi_m4339/is_6_21/ai_71969775

Qualitative Methods and Analysis in Organizational Research brings together and describes a wide range of qualitative methods in organizational research and shows how they can be used in practice. The diversity of methods provided highlights the range of work issues and environments in which qualitative methods can be applied.

Keywords: public administration, qualitative analysis and method, textbook

Qualitative Research Design, *second edition*. Joseph A. Maxwell. Sage Pub. 1996.
<http://www.sagepub.com/book.aspx?pid=10348>

Qualitative Research Design: An Interactive Approach, second edition provides researchers and students a user-friendly, step-by-step guide to planning qualitative research. A bestseller in its first edition, this invaluable book presents an innovative approach to the components of design and how they interact with each other. The text presents a clear strategy for creating coherent and workable relationships among these design components and highlights key design issues. Based on a course the author taught for seven years at the Harvard Graduate School of Education, the work is written in an informal, jargon-free style and incorporates many examples and hands-on exercises. This edition includes new or substantially expanded discussions of:

- * Research paradigms
- * Defining a research problem
- * Site and participant selection
- * Relationships with research participants
- * Data analysis
- * Reliability and validity

Qualitative Research Design presents a flexible, systemic model of design, which is perfect for designing studies and research proposals. Experienced researchers will welcome author Joseph A. Maxwell's refreshing approach and clear, direct style, and professors across the social sciences will find this an invaluable text for graduate research courses.

Qualitative Research Methods for the Social Sciences. Berg, B. L. Boston, MA: Allyn and Bacon. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0761916954/qid=1119276828/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

Qualitative Research Methods is a comprehensive introduction to designing, collecting, analyzing, and reporting research data. Designed for readers without prior experience in data collection, this book also stresses the importance of ethics in research and taking the time to properly design and think through any research endeavor.

Keywords: qualitative research, social science, research methods

Qualitative Studies of Organizations. John Van Maanen, ed.,. Thousand Oaks, CA: Sage. 1998.

http://www.amazon.com/exec/obidos/tg/detail/-/0761916954/qid=1119276828/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

The inaugural book in a new series sponsored by the Administrative Science Quarterly (ASQ) it is designed to focus and stimulate thinking on those areas of administrative science that have most profoundly shaped the development of organizational theory and behavior. In this volume, editor John Van Maanen selects and introduces the compendium of ASQ articles on qualitative research. Each article serves as an exemplar of well-written, substantively focused, and theoretically relevant qualitative research. As a group, the articles represent a broad range of research styles, methods, topics, and level of analysis. The studies are spread across four areas of research: organizational process, groups in organizations, organizational identity and change, and the societal and institutional environment. Organizations studied include factories, churches, universities, engineering groups, fisheries, voluntary organizations, basketball teams, pop music recording firms, and more.

The authors of the works represent a variety of disciplinary backgrounds, including sociology, political science, communication, management studies, and history.

Keywords: qualitative methods, organization research, research methodology

Quantitative Methods for Public Administration: Techniques and Applications, Third Edition.

Susan Welch and John Comer. Waveland Press, Inc. n.d.

<http://www.waveland.com/Titles/Welch-Comer.htm>

Intended for students as well as practitioners in public administration, public policy, and various social sciences, this concise volume offers thorough coverage of both research methods and statistics as they relate to problems that typically exist within public agencies. Exercises and relevant examples are included to help readers understand the concepts presented in each chapter, and *Research in Practice* sections feature summaries of actual research projects that illustrate how the techniques discussed have been applied by researchers.

While not meant to serve as a complete statistics text, the authors introduce a variety of methods and statistics managers will find useful. Those who complete the book will be able to compute statistics involving one or two variables, be able to interpret some of the more commonly used multivariate statistics, and have the ability to converse knowledgeably with researchers about problems encountered in the research process.

Keywords: quantitative methods, public administration

Quantitative Methods for Public Administration: Techniques and Applications. S. Welch & J.

Comer. Troy, MO: Harcourt College Publishers. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0534108881/qid=1119276438/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-5132490-3367252?v=glance&s=books&n=507846

Keywords: quantitative methods, public administration

Quasi-Experimental Designs for Generalized Causal Inference. Thomas D. Cook, Donald T. Campbell, William R. Shadish, and William Shadish. New York: Houghton Mifflin. 2001.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=0395615569&TXT=Y&itm=1>

This long awaited successor of the original Cook/Campbell *Quasi-Experimentation: Design and Analysis Issues for Field Settings* represents updates in the field over the last two decades. The book covers four major topics in field experimentation:

- Theoretical matters: Experimentation, causation, and validity
- Quasi-experimental design: Regression discontinuity designs, interrupted time series designs, quasi-experimental designs that use both pretests and control groups, and other designs
- Randomized experiments: Logic and design issues, and practical problems involving ethics, recruitment, assignment, treatment implementation, and attrition
- Generalized causal inference: A grounded theory of generalized causal inference, along with methods for implementing that theory in single and multiple studies
- The final chapter critically reflects on the assumptions and key issues covered in the previous four sections

The emphasis on the generalized causal inferences is a significant extension of the work done in previous volumes; and the addition of theoretical and practical chapters on randomized experiments will be of great use to researchers who use randomization in their research practice. At the same time, this book retains and expands the emphasis on quasi-experimentation that was the hallmark of Cook and Campbell; and it retains Campbell's classic theoretical and conceptual approach to experimentation that has been so successful over the last 35 years.

Several features make this a user friendly book, as well. It makes extensive use of tables and figures, has a glossary defining key terms that are in boldface in the text, is thoroughly referenced with an extensive bibliography, and has extensive subject and author indices. Finally, though the emphasis in the text is on design rather than statistics, key statistical issues are introduced in text, and elaborated in footnotes and appendices.

Keywords: research methods, quasi-experimental design, methodology

Readings in the Philosophy of Social Science. Edited by Michael Martin and Lee C. McIntyre. MIT Press. 2000.

http://www.amazon.com/gp/product/0262631512/sr=1-1/qid=1154803531/ref=pd_bbs_1/102-9150357-4808950?ie=UTF8&s=books

This is the first comprehensive anthology in the philosophy of social science to appear since the late 1960s. Covering all of the major areas in the discipline, it will serve as the standard source for scholarship in the field and could be used as the basis for an entire course. The anthology offers one complete, convenient, and well-chosen selection of readings, plus three specially commissioned articles that encompass the entire range of topics in the field and cover both sides of currently hot debates about explanation, methodological individualism, and the special sciences. The introductions to each section provide a map through the discipline. Michael Martin is Professor of Philosophy at Boston University. Lee C. McIntyre is Assistant Professor of Philosophy at Colgate University.

Regression Analysis by Example, 4th Edition. Samprit Chatterjee, Ali S. Hadi. John Wiley & Sons. 2006.

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-0471746967,subjectCd-ST05.html>

Regression analysis is a conceptually simple method for investigating relationships among variables. Carrying out a successful application of regression analysis, however, requires a balance of theoretical results, empirical rules, and subjective judgment. *Regression Analysis by Example, fourth edition* has been expanded and thoroughly updated to reflect recent advances in the field. The emphasis continues to be on exploratory data analysis rather than statistical theory. The book offers in-depth treatment of regression diagnostics, transformation, multicollinearity, logistic regression, and robust regression.

This new edition features the following enhancements:

- Chapter 12, Logistic Regression, is expanded to reflect the increased use of the logit models in statistical analysis
- A new chapter entitled Further Topics discusses advanced areas of regression analysis
- Reorganized, expanded, and upgraded exercises appear at the end of each chapter
- A fully integrated Web page provides data sets
- Numerous graphical displays highlight the significance of visual appeal

Regression Analysis by Example, fourth edition is suitable for anyone with an understanding of elementary statistics. Methods of regression analysis are clearly demonstrated, and examples containing the types of irregularities commonly encountered in the real world are provided. Each example isolates one or two techniques and features detailed discussions of the techniques themselves, the required assumptions, and the evaluated success of each technique. The methods described throughout the book can be carried out with most of the currently available statistical software packages, such as the software package R.

Keywords: regression, regression analysis

Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, second edition. J. W. Creswell. Thousand Oaks, CA: Sage. 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0761924426/qid=1119277235/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

This book is an accessible and useful book that stimulates students through walk through experiences, use of exercises, and production of actual writing samples. It is a book that models the types of issues that best suit different approaches and allows students to understand when to use mixed methods. Furthermore, its focus on theory and paradigms is done in a way that helps students decode their meaning.

Keywords: research design, qualitative, quantitative methods.

Research Methods for Public Administration, fourth edition. Elizabethann O'Sullivan, Gary R. Rassel, Maureen Berner. NY: Longman. 2003.

<http://search.barnesandnoble.com/bookSearch/isbnInquiry.asp?sourceid=00406682598400776384&ISBN=0321085582&bfdate=02-22-2005+18:22:25&popup=0>

A practice-oriented, accessible text, *Research Methods for Public Administrators* introduces students to the methodological tools administrators and policy analysts use to conduct research. Practical and comprehensive coverage of the entire research process includes step-by-step instructions that focus on the most commonly used research techniques as well as numerous illustrative examples.

Keywords: public administration, research methods, textbook

Research Methods for Public Administrators. Gail Johnson. Quorum/Greenwood. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/156720449X/qid=1119278564/sr=8-2/ref=sr_8_xs_ap_i2_xql14/002-5132490-3367252?v=glance&s=books&n=507846

Without jargon or mathematical theory to hinder a quick understanding and use, here are the research tools and techniques you can grasp and immediately apply to obtain research services from others or do research yourself. Johnson makes clear that to succeed in any public agency management position, you have to be able to think analytically and know how to assess the quality of research results. By providing the underlying concepts and just enough methodology to operationalize them, she gives you exactly what you need--in a clear, straightforward way that takes the fear out of learning. You will find here an especially wide range of practical guidelines and examples, all from the author's own and others' experiences in a variety of settings within the public sector. Throughout her book she emphasizes the "how" of research--how to do it, how to make sense of its findings--and covers all the basic statistical tools, concentrating steadily on interpreting

research results. An important, reader-friendly text for students of public administration, and for their often perplexed colleagues already on the job.

Keywords: Research in public administration, analytical methods, research strategies for public administrators

Research Methods for Public Administration, *fifth edition*. Elizabethann O'Sullivan, Gary Rassel, and Maureen Berner. Longman, 2008.

<http://www.ablongman.com/catalog/academic/product/0,1144,0321431375,00.html>

This practical, up-to-date text introduces students to the methodological tools public administrators and policy analysts use to conduct research.

This lucid text offers an abundance of examples and provides step-by-step instructions to illustrate common research methods and techniques, providing a sound foundation in model building, research design, measurement, and sampling. The book's statistical section focuses on correct use and interpretation of commonly used statistics, including linear regression.

The book's overall aim is to develop effective, efficient research skills among future public administrators so that they will be better policy makers and administrators. It accomplishes this not only by providing a solid foundation in technique, but also by developing an awareness of the ethical issues associated with conducting research and reporting findings.

Keywords: public administration, policy analysis, research methodology

Research Methods in Public Administration and NonProfit Management: Quantitative and Qualitative Approaches. David E. McNabb. M. E. Sharpe, Inc. 2002.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0765609576&TXT=Y&itm=1>

A textbook for a course on research methodology for students of public administration who are about to begin their first research projects. It defines and explains some of the major variations and processes found in quantitative, qualitative, and mixed strategies.

Keywords: Research methodology, research design, quantitative and qualitative research

Research Methods in the Social Sciences, *sixth edition*. David Nachmias and Chava Nachmias. New York, NY: St. Martin's Press, 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/1572599294/gid=1119277743/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

Describes a comprehensive, systematic treatment of the scientific approach within the context of the social sciences, emphasizing the relationship between theory, research, and practice, and integrating research activities in an orderly framework. Some changes in this edition include a section on using graphics and several new appendices.

Keywords: research methodology, link between theory and research

Social Research Methods, *fifth edition*. William Lawrence Neuman. Pearson Education, Inc. 2003.
<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0205353118&TXT=Y&itm=1>

A textbook for advanced undergraduate or beginning graduate students in the social sciences and associated applied areas, containing a minimum of technical statistical formulas and discussions, and emphasizing instead how to think about research design and data collection issues. This edition (1st ed., 1991) gives increased attention to the relationship between theory and research, and more attention to feminist research.

Keywords: social research, research methods

Social Statistics, *second edition*. H. M. Blalock, Jr. NY: McGraw Hill, 1972.
<http://www.amazon.com/exec/obidos/tq/listmania/list-browse/-/3W32ML5G4J0MS/103-2670720-2173413>

Keywords: public administration, statistics, textbook

Statistical Analysis in Public Administration, *second edition*. Lawrence L. Giventer. Jones and Bartlett Publishers, 2008
<http://nonprofit.jpup.com/catalog/0763740764/>

A basic text for statistical/quantitative analysis and research methods coursework, this is a problem-oriented book organized around a series of unique reference tables that simulate the problems public administrators routinely encounter and diagnose. The tables guide the reader to applicable statistical methods for solving problems, teaching both "what to do," and "how to do it."

Statistical Quality Control. Eugene L. Grant and Richard S. Leavenworth, NY: McGraw-Hill. 1988.
<http://www.amazon.com/exec/obidos/ASIN/0078443547/103-2670720-2173413>

Statistical Quality Control, *seventh edition*, expands upon the quality and quantity of student examples and computer problems, and covers new material on cost of quality and problem-solving models. This revision has also incorporated key organizational changes that reflect recent trends in the field.

Keywords: management, public administration, statistics, textbook

"Stretching" Exercises for Qualitative Researchers. Valerie J. Janesick. CA: Sage Publishing Co. 1998.
<http://www.sagepub.com/textbooksProdDesc.nav?prodId=Book225927>

"Stretching" Exercises for Qualitative Researchers is an engaging and unique addition to the literature on qualitative research and will be of great interest to researchers in all disciplines as well as an ideal supplement for a wide variety of methods courses.

Keywords: public administration, qualitative research, textbook

Survey Research Methods, *third edition*. Floyd J. Fowler, Jr. Newbury Park, California: Sage, 2002.
http://www.amazon.com/exec/obidos/tg/detail/-/0761921915/qid=1119279595/sr=8-2/ref=pd_csp_2/002-5132490-3367252?v=glance&s=books&n=507846

It provides a concise overview of the entire survey research process and does so using clear and easy to understand language....*Survey Research Methods* is a well-packaged and valuable resource for researchers. It is well written and has many desirable features, particularly with respect to the intended audience.

Keywords: survey research, research methods, textbook

Survey Research for Public Administration, David H. Folz. Sage Publications. 1996.
http://www.amazon.com/exec/obidos/tg/detail/-/0761901531/qid=1119275072/sr=8-1/ref=sr_8_xs_ap_i1_xql14/002-5132490-3367252?v=glance&s=books&n=507846

Opinion surveys are increasingly used to measure citizen response to governmental initiatives. *Survey Research for Public Administration* helps clarify the basics of survey research as they apply to public administration. Author David H. Folz organizes the book around the fundamental stages of the research process: planning, design, implementation, analysis, and presentation of data. Folz fills the book with practical illustrations and does not assume an extensive background in statistics. Thorough coverage of the use of computers in data analysis is provided, complete with illustrations of SPSS screens. This practical volume, *Survey Research for Public Administration* is integral for professionals and students in research methods, social work, sociology, and political science.

Keywords: research design, public administration, government research

Using Multivariate Statistics, *fourth edition*. Barbara G. Tabachnick and Lind S. Fidell. Allyn and Bacon. 2001.
<http://www.ablongman.com/tabachnick/stats/index.html>

This text takes a practical approach to multivariate data analysis, with an introduction to the most commonly encountered statistical and multivariate techniques.

Using Multivariate Statistics provides practical guidelines for conducting numerous types of multivariate statistical analyses. It gives syntax and output for accomplishing many analyses through the most recent releases of SAS, SPSS, and SYSTAT, some not available in software manuals. The book maintains its practical approach, still focusing on the benefits and limitations of applications of a technique to a data set - when, why, and how to do it. Overall, it provides advanced students with a timely and comprehensive introduction to today's most commonly encountered statistical and multivariate techniques, while assuming only a limited knowledge of higher-level mathematics.

State and Local Government

American States and Cities, *second edition*. Virginia Gray and Peter Eisinger. New York: Longman Publishing Group. 1997.
http://www.amazon.com/exec/obidos/tg/detail/-/0673524612/qid=1118951631/sr=1-1/ref=sr_1_1/002-5132490-3367252?v=glance&s=books

In *American States and Cities*, Professors Gray and Eisinger help students understand American public affairs through consideration of the role that subnational governments play today in shaping the political life of the nation. Using the concepts of exit, voice, and loyalty, this text explores the political and policy implications of the migration of people and businesses from region to region, city to suburb and state to state. This volume also covers the framework for policymaking - governors and mayors, legislative bodies, voters, parties, and interest groups, and the bureaucracy - in thorough detail. New additions to the second edition include chapters on the state bureaucracy and on community power, discussion of contemporary policy issues, inclusion of the latest social science literature, and in-depth information on the standard framework elements of state and local government and politics. The coverage of policy areas is also greatly expanded, breaking what were formerly just two policy chapters into four to include a discussion of issues in constructing and regulating technology infrastructure.

Key words: local government, text book, public administration

Commissioner's Little Handbook: A Portable Guide for Local Government Advisory Board Members. L. Wood. Training Shoppe. 1992.

http://www.amazon.com/exec/obidos/tq/detail/-/0963437402/qid=1082140296/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The *Commissioners Little Handbook* captures the essential information needed by advisory board members and staff liaisons in a handy 7 1/4 by 4 1/2 inch document. Incisive and perceptive, this book should be provided to every advisory board member.

Keywords: commissioner, handbook, local government

Elected Official's Little Handbook: A Portable Guide for Local Government Legislators (Little Handbook Series). L. Wood. C. E. Training Shoppe. 1994.

http://www.amazon.com/exec/obidos/tq/detail/-/0963437429/qid=1082140480/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

The *Elected Officials Little Handbook* is a compact, 7 1/4 by 4 1/2, loose leaf reference guide that is presented in outline form, making it easy to read and easily fits in a purse or brief case. This is the third book in the Little Handbook series.

Keywords: elected officials, handbook

The Forest Ranger: A Study in Administrative Behavior. Herbert Kaufman. Baltimore, MD: Johns Hopkins University Press. 2006.

http://bookshop.blackwell.co.uk/jsp/id/1933115270/The_Forest_Ranger_A_Study_in_Administrative_Behavior.html

It is the rare book that remains in print for nearly fifty years, earning wide acclaim as a classic. *The Forest Ranger* has been essential reading for generations of professionals and scholars in forestry, public administration, and organizational behavior who are interested in the administration of public lands and how the top managers of a large, dispersed organization with multiple objectives like the Forest Service shape the behavior of its field officers into a coherent, unified program. Published as a special reprint in conjunction with the 100th anniversary of the U.S. Forest Service, *The Forest Ranger* is as relevant and timely today as when it was first issued in 1960. This special reprint of *The Forest Ranger* includes two new forewords and an afterward. The first foreword, by Harold K. (Pete)

Steen, former president of the Forest History Society, considers the book's impact on the forestry community and explains its continued relevance in light of changes in today's Forest Service. The second, by Richard P.

Nathan, co director of the Rockefeller Institute of Government, considers the book's contribution to our understanding of administrative and organizational behavior. The new afterword by author Herbert Kaufman describes how his landmark study came into being and offers a candid assessment of how his theories about the agency's operations and its future have held up over time. In 1960, the Forest Service had a well-deserved reputation for excellence, and *The Forest Ranger* was a seminal analysis of the how's and whys of its success. Kaufman also warned, however, that an organization so unified and well adapted to its environment would have difficulties navigating social change. He was right: the environmental, civil rights, and women's movements have all presented challenges to the character and purpose of the Forest Service, ultimately changing the organization in subtle and not-so-subtle ways. Now, as then, *The Forest Ranger* is a striking and prescient case study of how a complex organization operates and evolves over time.

Keywords: administrative behavior, administrative theory

Forms of Local Government: A Handbook on City, County and Regional Options. R. L. Kemp. McFarland & Company. 1999.

http://www.amazon.com/exec/obidos/tg/detail/-/0786406232/qid=1082140584/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This handbook provides a comprehensive overview of the various forms of government below the state level now in use in the United States of America. It sorts through the traditional commission, mayor-council, strong mayor, and council-manager models for counties, cities, townships and school districts. The book also treats those entities that transcend the traditional boundaries of cities and counties, including the evolving residential community associations and regional government structures. Further examination is given to sub-metropolitan districts such as municipalities and boroughs. A clear basis for assessing the productivity and effectiveness of the various forms of government is provided by 38 contributors in 45 essays, considering such issues as revenue, privatization, strategic planning, suburbanization, city-county consolidation, and other urban and rural topics. The proper roles for elected and appointed officials in all models are explored.

Keywords: handbook, local government

Governing States & Localities Kevin B. Smith, John Buntin, and Alan Greenblatt. CQ Press, 2005.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAAnM&isbn=1568027893&TXT=Y&itm=1>

A collaboration between a political scientist, Smith (University of Nebraska-Lincoln), and two journalists, Greenblatt and Buntin (both of *Governing* magazine), this text examines the similarities and particularly the differences between state institutional structures, laws, regulations, culture, history, demographics, economy and geography. The authors cover the institutional bases of state and local governments from federalism to constitutions to the legislatures, executives and courts. They also discuss party politics, elections, voting behavior, political culture and policy. The discussion of localities and sub-state entities gives readers a sense of politics and policies in practice.

Keywords: state and local government, textbook, institutional bases

Green Cities: Urban Growth and the Environment. Matthew E. Kahn. Brookings Institution Press. 2006.

<http://www.brookings.edu/press/books/greencities.htm>

Rapid urban growth and suburban sprawl have heightened concern in many quarters about sustainable development. Are economic growth and environmental health always mutually exclusive goals? Nearly everyone would choose to pursue both given the chance, but many believe that it would be overly optimistic—perhaps naïve—to expect both. "Green city" proponents, however, do hope to realize both ambitions.

What exactly is a green city? What does it mean to say that San Francisco is greener than Houston, or that Vancouver is a green city while Beijing is not? When does urban growth lower environmental quality, and when does it produce environmental gains? These are the questions that drive this smart and engaging book.

In *Green Cities*, Matthew Kahn surveys the burgeoning economic literature on the environmental consequences of urban growth. He discusses the environmental Kuznets curve, which theorizes that the relationship between environmental quality and per capita income follows a bell-shaped curve. The heart of the book unpacks and expands this notion by tracing the environmental effects of economic growth, population growth, and suburban sprawl. Kahn considers how cities can deal with the environmental challenges produced by growth. His concluding chapter addresses the role of cities in promoting climate change and asks how cities in turn are likely to be affected by this trend.

Kahn considers the evidence for and against rival perspectives throughout the book. Despite being labeled as purveyors of a "dismal science," economists are often quite optimistic about the relationship between urban development and the environment. In contrast, many ecologists remain wary of the environmental consequences of free-market growth. *Green Cities* does not try to settle this dispute. Instead, it marshals data and arguments to convey the excitement of an ongoing debate, enabling readers to formulate well-informed opinions and priorities on this critically important issue.

Keywords: environmental policy, survey research

Handbook of Local Government Administration (Public Administration and Public Policy).

John J. Gargarn, Marcel Dekker. 1997.

http://www.amazon.com/exec/obidos/tg/detail/-/0824797825/qid=1082154275/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This theoretically and experientially grounded reference text provides a complete overview of the principles and applications of government administration and management practices in the local public sector, from the effects of environmental conditions on local administrators and management techniques to administration in different types of local government.

Keywords: government administration, handbook, local government

Politics in the American States: A Comparative Analysis, seventh edition. Virginia Gray, Russell L. Hanson, and Herbert Jacob. Washington D.C., CQ Press. 1999.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=t82o3GWAnM&isbn=156802035X&TXT=Y&itm=4>

Politics in the American States is an essential source for anyone interested in state politics. Containing original research from the finest scholars in the field, it employs an empirical and comparative approach to survey the entire field of state politics. Now, in its seventh edition, *Politics in the American States* has been completely revised and updated to include important new scholarship, the most current census and electoral data, and new policy developments.

Keywords: state government, comparative analysis

Politics in States and Communities, *elevventh edition*. Thomas R. Dye and Susan A. MacManus. Upper Saddle River, NJ: Prentice Hall, 2003.

http://www.amazon.com/exec/obidos/tg/detail/-/0130496707/qid=1118952671/sr=8-1/ref=pd_csp_1/002-5132490-3367252?v=glance&s=books&n=507846

This best-seller stands apart from others of its kind by its comparative approach, patient explanation, concern with policy, and ability to stimulate readers' interest. In a clear, accessible style, the authors demonstrate the important role that American states and communities play in the political life of the nation. Focuses on the sources and nature of conflict in states and communities, along with the structures and processes designed to manage conflict. Includes updates and new topics throughout, with refocused organization; discusses timely issues such as New York City's response to terrorism and the 2000 presidential race. Examines the background and career of prominent political figures, including Governor Jesse "The Body" Ventura, Mayor Rudolph Giuliani, and Dr. Martin Luther King Jr. Illustrates a wide variety of current political conflicts, covering issues such as the drinking age and the right to bear arms. Includes informative and entertaining discussion on various aspects of American states and communities such as state birds, nicknames, and ratings for the "most livable" states. Provides end-of-chapter "On the Web" sections that direct students to links and additional information on the Internet. For anyone interested in learning more about the American political process.

Key words: political science, local government, local policy, state and local government

The Politics of Urban America, *third edition*. Dennis R. Judd and Paul Kantor. NY: Longman Publishers. 2002.

http://www.amazon.com/exec/obidos/tg/detail/-/0321087283/qid=1119245644/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Two leading scholars have brought together a collection that represent some of the most important trends in urban scholarship today. The readings fit together in a political economy framework so that, considered as a whole, they illustrate how public power and private resources interact in the governance of cities. Users appreciate the reader's cutting edge scholarship, placement of U.S. cities in a world context, and strong introductory essays by the editors. For those interested in urban politics and urban affairs.

Keywords: state and local government, urban policy, U.S. city governments

Readings in State and Local Government. Saffell, David C. and Basehart, Harry. McGraw-Hill Humanities/Social Sciences/Languages. 1993.

<http://search.barnesandnoble.com/BookSearch/isbnInquiry.asp?userid=ZU4aymeBgx&isbn=0070544794&TXT=Y&itm=2>

Designed to match the formats of state and local courses, this reader develops a "problems and prospects" theme—one which defines the current realities and then examines possible solutions. An

introductory essay begins each chapter, placing readings in context and filling gaps in student understanding. A summary following each piece highlights key points.

Keywords: state and local government, textbook

State and Local Government 2005-2006. Kevin B. Smith (Ed). CQ Press. 2005.
<http://www.cqpress.com/product/State-and-Local-Government-2005-2006.html>

Key words: state and local government, text book.

State and Local Government, fifth edition. Ann O'M. Bowman. Houghton Mifflin Company. 2001
http://www.amazon.com/exec/obidos/ASIN/0618132074/qid=1118948394/sr=2-1/ref=pd_bbs_b_2_1/002-5132490-3367252

The fifth edition provides comprehensive and current coverage of institutions, political behavior, and policy making at the state and local level. Updated to reflect recent policy changes and challenges, the text strives to foster student interest and involvement in local politics, stressing that state government continues to have more legislative responsibility.

With an up-to-date focus on policy, the text covers important issues facing institutions in this milieu such as education, economic development, social welfare, and health care. Revised web resources in every chapter offer the latest information on using the Internet to research state and local government. Expanded box features, Debating Politics and Breaking New Ground, reflect the text's focus on devolution, new challenges facing state and local governments, and the differing policies among states.

Keywords: state and local government, text book

State and Local Government, eighth edition. David C. Saffell and Harry Basehart. McGraw-Hill Humanities/Social Sciences/Languages. 2004.
http://www.amazon.com/exec/obidos/ASIN/0072869011/qid=1118948394/sr=2-2/ref=pd_bbs_b_2_2/002-5132490-3367252

The revision of this brief paperback text reviews the basics of state and local government. While the main focus is on political parties, interest groups, legislatures, courts, and executive officials at the state level, their counterparts in cities are also discussed and evaluated. The text concludes with an examination of a variety of policy areas-education, welfare, housing, and environmental protection.

Keywords: state and local government, text book review

State and Local Government Administration. Jack Rabin and Don Dodd. Dekker.1985.
http://www.amazon.com/exec/obidos/tg/detail/-/0824773551/qid=1082308520/sr=1-1/ref=sr_1_1/102-1404922-2673704?v=glance&s=books

This book gives an introduction to some major issues in state and local government administration.

Keywords: handbook, local government, public administration

State and Local Government: The Essentials, *second edition*. Ann O'M. Bowman, Richard C. Kearney. Houghton Mifflin Company. 2002.

http://www.amazon.com/exec/obidos/ASIN/0618214593/qid=1118949161/sr=2-3/ref=pd_bbs_b_2_3/002-5132490-3367252

This brief version of the top-selling *State and Local Government* retains the unique thematic and historical approach of the comprehensive text in 12 chapters compared to 16. The condensed format provides explanations of the structure of state and local government, as well as their functions in the current political scene. In addition, descriptions of public policy issues appear at relevant points throughout the text and are better integrated into discussed topics.

Revisions to the second edition include thoroughly updated material on Federalism and current coverage of terrorism, outlining state and local governments' roles in responding to the September 11 attacks and the subsequent war on terrorism.

- Coverage of e-government and the Internet explores how technology affects state and local government and citizen participation.
- Up-to-date policy focus addresses important issues facing government at this level and includes topics such as education, economic development, criminal justice, the environment, social welfare, and healthcare.

Keywords: state and local government, text book

State and Local Politics: The Great Entanglement, *sixth edition*. Robert S. Lorch. Prentice-Hall. 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0130260061/qid=1119246143/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

Lorch's accessible and entertaining sixth edition offers comprehensive, concise and accurate coverage of state and local government systems. Examines the fundamental elements shared by all local and state governments. Offers an in-depth look at the division of power, the mechanics of the electoral system and state constitutions. Examines the party system, pressure groups, civil servants' roles and agency functions. Identifies the role and responsibilities of the governor, the legislature and the courts. Anyone interested in understanding the details of state and local government, including those with political aspirations and those seeking greater involvement in the governing process.

Keywords: system of state and local government, fundamental element of local government

State and Local Politics: the Individual and the Governments, *second edition*. W. B. Stouffer, Cynthia Opheim, and Susan Bland Day. New York: HarperCollins College Publishers. 1996.

http://www.amazon.com/exec/obidos/tg/detail/-/0060464550/qid=1118952060/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/002-5132490-3367252?v=glance&s=books&n=507846

Places coverage of states and cities in topical chapters, providing an integrated approach allowing readers to place legislative principles in their context. Chapters on subjects such as federalism and intergovernmental relations, interest groups, and chief executives include opening vignettes, study objectives, and glossaries, plus b&w photos. This second edition contains a new chapter on the media in state and local politics.

Key words: local government, text book, intergovernmental relation

State of New York Local Government Handbook, *fifth edition*. January 2000.
<http://www.nysl.nysed.gov/scandoclinks/ocm46646984.htm>

Describes in comprehensive terms how local government works in New York State. It includes New York States relationships with other states and the federal government.

Keywords: handbooks, New York State government

Stealing the Initiative: How State Government Responds to Direct Democracy. Elisabeth R. Gerber, Arthur Lupia, Mathew D. McCubbins, and D. Roderick Kiewiet. Upper Saddle River, NJ: Prentice Hall, 2001.

http://www.amazon.com/exec/obidos/tg/detail/-/0130284076/qid=1119245903/sr=8-1/ref=sr_8_xs_ap_i1_xgl14/102-7181665-4104112?v=glance&s=books&n=507846

This book uses eleven recent California initiatives and referendums to provide readers with a set of analytical tools and examples that will help them better understand real politics. It clarifies the public consequences, and studies the great variations of what happens to initiatives that win on Election Day and withstand judicial review. Research is presented in an effective and efficient manner, along with key factors that lead policy actors to implement and enforce initiatives and referendums fully, partially, and not at all—a social phenomenon that affects our lives in fundamental ways. A wide range of policy areas cover tobacco tax, transportation, legislative spending provision, term limits provision, open primaries, and bilingual education. This book also includes varied conclusions about how to reform the initiative process to improve direct democracy. For citizens who want to understand and/or increase their role in government.

Keywords: public administration, local government, state politics

Publishers

Ablex Publishing Corporation

<http://www.hcirn.com/res/publish/ablex.php>

Addison Wesley Publishing Co.

<http://www.awl.com/>

Allyn & Bacon/Longman Publishers

<http://www.ablongman.com/>

American Society for Public Administration

<http://www.aspanet.org>

Ashgate Publishing

<http://www.ashgate.com>

Aspen Publishers, Inc.
<http://www.aspenpublishers.com>

Basic Books
www.basicbooks.com

Blackwell
<http://www.blackwell.co.uk/bobuk/scripts/welcome.jsp>

Bloomberg Press
www.ordering1.us/bloombergbooks/index.php?sid=1&ccamp=RETAIL

Brookings Institution
<http://www.brook.edu/>

Brooks/Cole Publishing
<http://www.thomsonedu.com/>

Butterworth-Heinemann
www.bh.com

Cambridge University Press
<http://www.cambridge.org/>

Central European University Press
www.ceupress.com

Charles C Thomas Publisher
www.ccthomas.com

Chatelaine Press
<http://www.chatpress.com/>

Chatham House Publications
www.chathamhouse.org.uk

Chatham House Publishers
<http://www.chathamhouse.org.uk/index.php?id=1>

Columbia University Press
www.cc.columbia.edu/cu/cup

Cornell University Press
<http://www.cupserv.org/>

CQ Press
www.cqpress.com

CRC Press
<http://www.crcpress.com/>

Duke University Press
<http://www.dukeupress.edu/>

Dushkin Publishing
<http://www.dushkin.com>

Edward Elgar Publishing
<https://www.e-elgar.co.uk/>

Elsevier Science & Technology Books
www.elsevier.com/wps/find/homepage.cws_home

Fieldstone Alliance
www.fieldstonealliance.org/client/client_pages/index_publishing.cfm

Free Press
<http://www.simonsays.com>

Georgetown University Press
www.press.georgetown.edu

Government Printing Office
<http://www.gpo.gov>
<http://bookstore.gpo.gov/index.jsp>

Greenwood Press or Greenwood Publishing Group
<http://www.greenwood.com>

Guilford Press
http://www.guilford.com/cgi-bin/cartscript.cgi?page=home.html&cart_id=

Harcourt College Publishers
www.harcourt.com

HarperBusiness Essentials Online
www.harperbusinessessentials.com

HarperCollins Publishers
www.harpercollins.com

Harvard University Press
<http://www.hup.harvard.edu/index.html>

Haworth Press
<http://www.haworthpressinc.com>

Holmes & Meier Publishers, Inc.
www.holmesandmeier.com

Houghton Mifflin Co.
<http://www.hmco.com/>

ICMA Publications On-line
<http://www.icma.org/publications/publications.htm>

Idea Group Publishing
www.idea-group.com

Impact Publications
www.impactpublications.com

IOS Press
<http://www.iospress.nl/>

John Hopkins University Press
www.press.jhu.edu

John Wiley & Sons
<http://www.wiley.com/>

Jones & Bartlett Publishers
<http://www.ibpub.com>

Jossey-Bass Inc.
<http://www.JosseyBass.com/>

Kluwer Academic Publishers
www.wkap.nl

Kumarian
<http://www.kpbooks.com/>

Lexington Books
www.lexingtonbooks.com

LexisNexis
www.lexis-nexis.com

Library of Congress
<http://www.loc.gov/>

Little Brown and Company
<http://www.twbookmark.com/>

Longman Publishers
<http://www.ablongman.com/>

M.E. Sharpe Inc.
<http://www.mesharpe.com/>

MacMillan Publishers
<http://www.macmillan.com/>

Marcel Dekker
<http://www.dekker.com/>

McGraw Hill
<http://mcgraw-hill.com>

McGraw-Hill/Duskin
<http://dushkin.com/online>

McGraw-Hill Higher Education
www.mhhe.com

Melbourne University Publishing
www.mup.com.au

MIT Press
<http://mitpress.mit.edu/main/home/default.asp>

Open University Press
<http://www.openup.co.uk>

Oxford University Press
<http://www.oup.co.uk/>

Pearson Education
<http://www.pearsoned.com/>

Penguin Group USA
www.penguin.com

The Policy Press
<https://www.policypress.org.uk>

Praeger Paperback
<http://www.praeger.com/>

Praeger Publishers
www.greenwood.com/praeeger.aspx

Productivity Press
<http://www.productivitypress.com/>

Prentice-Hall
<http://www.prenhall.com>

Princeton University Press

<http://pup.princeton.edu/>

Random House

www.randomhouse.com

Routledge, Taylor and Francis Group

<http://www.routledge-ny.com>

Russell Sage Foundation

<http://www.russellsage.org/publications/>

Sage Publications

<http://www.sagepub.com>

Seven Bridges Press

<http://goliath.ecnext.com/coms2/product-compint-0000888472-page.html>

St. Martins Press

<http://www.stmartins.com/>

State University of New York Press

<http://www.sunypress.edu/>

Taylor & Francis Company

www.taylorandfrancis.com

Temple University Press

<http://www.temple.edu/tempres/>

Thomson Learning

<http://hed.thomsonlearning.co.uk/>

Thomson Delmar Learning

www.delmarlearning.com

Thompson-Wadsworth

http://www.blackwell.com/librarian_resources/approval_publishers/core_publishers_north_america/

Transaction Pub

<http://www.transactionpub.com/>

University of Alabama Press

www.uapress.ua.edu

University of California Press

<http://www.ucpress.edu/>

University of Chicago Press

<http://www.press.uchicago.edu/>

University of Miami Press

<http://www.orgs.muohio.edu/mupress/aboutus.html>

University of Pittsburgh Press

<http://www.upress.pitt.edu/upressIndex.aspx>

University Press of America

<http://www.univpress.com>

University Press of Kansas

www.kansaspress.ku.edu

Urban Institute Press

www.uipress.org

W. W. Norton Company

<http://www.wwnorton.com/>

Wadsworth Publishing Co.

<http://www.wadsworth.com/>

Waveland Press, Inc.

www.waveland.com

West Publishing Co.

<http://west.thomson.com/store/default.asp>

Westview Press

<http://www.westviewpress.com/>

West Group

www.westgroup.com

West Publishing

www.westgroup.com

Westview Press

www.perseusbooksgroup.com/westview/

Wiley Press

www.wiley.com

World Bank Publications

<http://publications.worldbank.org/ecommerce>

Yale University Press

www.yale.edu/yup

Zondervan Publishing House

www.zondervan.com

Section VI: Simulations

Introduction

Simulations are attractive teaching resources. For example, they allow students to act as a mayor or city planner. They can fight crime, unemployment, and pollution. They can balance a budget, decide the tax rate and fund different levels of city services.

Simulation operate at different levels. At the local level, the players are typically officials in a small local government (such as a city in the United States or a barony in a medieval kingdom). At the national level, players are officials in a national government or rulers of nations. Players may also be officials in organizations such as the United Nations, a political party, or a corporation, or may control different organizations. Some nation-simulation games combine elements of all of these.

In terms of style, there are two different kinds of simulations. One is internet-based and the other is a computer software simulation. For instance, American Government Simulation is an internet-based [nation-simulation game](#).

Internet-based simulations normally deal with existing nations (such as the modern day [United States](#), [United Kingdom](#) or [Canada](#)). Computer software simulations such as the Civilization series and Simcity, on the other hand, deal with fantasy countries or even historical nations (i.e., [The Roman Empire](#)).

Simulations included in this section:

- American Government Simulations
- Budget Shadows
- Capitalism 2
- Civilization 4
- Doonesbury Election Game-Campaign '96
- Global Simulation Workshop
- The Iowa Electronic Markets
- Jennifer Government: Nation States
- National Budget Simulation
- Politics Canada
- The Political Machine
- Political Sim
- Romance of the Three Kingdoms X
- Simcity
- Uncle Sam's Budget Balancer
- United States Government Simulator

American Government Simulations

<http://www.americangovernmentsimulation.com/>

AGS became the new standard by which online sims are measured within days of its launch on Independence Day 2004, - and they're still growing! AGS has added and refined countless new innovations to the "game" of American politics, including:

- **A complete presidential campaign simulation**, including primaries, debates, ads, finances and live Election Night news coverage.
- **The media factor.** Players vie for coverage in the weekly Capitol Chronicle or in interview slots on the Sunday morning talk shows .
- **Public opinion and reaction.** Your actions can have consequences. Poll numbers can skyrocket or slip. Other nations can laud your skill or condemn your failures.
- **Prestige simulator.** Players gain Prestige Points with political successes or lose them with setbacks.
- **Money.** Keep your party's big donors happy, and you'll have all the money you need for your next campaign. Make them unhappy and things get tricky.
- **Realistic House procedures**, including Majority and Minority coalitions, Deputy Speakers to preside over House business, and a fully customized Rules of Order.
- **The States play a role in Washington**, especially when you're running for Senator or Governor.
- **Expanded customization and functionality.** New features are added regularly, for maximum realism. What you get out of AGS is what you put in, and now, you can put in a lot.

Founding of AGS

AGS was developed by a group of former members of NGS: America, a sim that ran from approximately July 2003 to January 2004. The group intended to build upon the "NGS model" of online political simulation, adding a number of new mechanisms and concepts, including:

- Simulated elections and "events" to add consequences to players' decisions.
- House organization, resting upon majority and minority parliamentary coalitions.
- Media mechanisms such as press releases, editorials and news stories.

AGS went live on July 4, 2004. Within two months of opening AGS became the most popular political sim on the internet, with hundreds of active members. AGS continues to grow, adding innovative new features to create the web's most realistic, full-featured simulation.

Budget Shadows

http://www.lib.msu.edu/harris23/red_tape/o&e9501.htm

Try your hand at entitlement reform. Download BUDGET SHADOWS, a challenging, fun, interactive program that puts you in the driver's seat. See what effect different policy decisions would have on entitlement programs, the U.S. budget, and U.S. citizens. Decide for yourself what choices and trade-offs you think the federal government should make to address our fiscal challenges. (Lotus for Windows is required.) [<http://www.charm.net/dcarolco/>] [Click here](#). Budget Shadows is a byproduct of the Bipartisan Commission on Entitlement and Tax Reform's year long study of the nature and scope of America's long-term fiscal-dilemma. The Bipartisan Commission, jointly chaired by Senator Bob Kerrey (D) and Senator Jack Danforth (R), is scheduled to deliver a final report to President Clinton by the end of the year describing possible reforms. Source: Internic Scout Report, December 9, 1994.

<http://www.columbia.edu/cu/lweb/indiv/usgd/cdlist/president.html>

A simulation which allows the user to assemble his or her own entitlement reform package and determine its future fiscal impact on the nation

It is a part of "Crossroads: the Future of Entitlements in America (1995)." Crossroads is an educational tool designed to provide an interactive look at the fiscal choices facing America. The CD documents the activities of President Clinton's Bipartisan Commission on Entitlement and Tax Reform. The Commission's Lotus-based simulation "Budget Shadows" is also located on this CD. Budget Shadows allows the user to assemble his or her own package of entitlement reforms and to see the effects of those decisions on the Nation's fiscal future. For Macintosh and Windows; requires Lotus 1-2-3 for Windows to run Budget Shadows

Capitalism 2

<http://www.enlight.com/capitalism2/>

The business simulation is for those who mean business. Create and control the business empire of your dreams. This in-depth strategy game covers almost every aspect of business that could be encountered in the real world. Use marketing, manufacturing, purchasing, importing, retailing, and more to become a corporate CEO. *Capitalism II* features two new campaigns--The Capitalist Campaign and the Entrepreneur Campaign--plus an in-depth tutorial to make the most complex business strategy a breeze to learn.

Features:

- New multiplayer game for up to seven players (play it on ubi.com).
- Vivid 3D graphics show off a bustling city environment.
- Choose from over 60 product types to manufacture and market.
- Hire and fire upper management positions such as Chief Operating Officer, Chief Marketing Officer, and Chief Technical Officer.
- Develop your own technology or acquire it from another company.
- Expand your corporation into a true conglomerate; get ink on your fingers and take to the airwaves with your newspaper publishers, TV, and radio stations.

Civilization 4

<http://www.2kgames.com/civ4/home.htm>

With over 6 million units sold and unprecedented critical acclaim from fans and press around the world, Sid Meier's Civilization is recognized as one of the greatest PC game franchises of all-time. Now, Sid Meier and Firaxis Games will take this incredibly fun and addictive game to new heights by adding new ways to play and win, new tools to manage and expand your civilization, all-new easy to use mod capabilities and intense multiplayer modes and options. Civilization IV will come to life like never before in a beautifully detailed, living 3D world that will elevate the game play experience to a whole new level. Civilization IV has already been heralded as one of the top ten games of 2005, and a must-have for gamers around the globe!

Doonesbury Election Game-Campaign '96

http://free-game-downloads.mosw.com/abandonware/pc/simulations/games_d_e/doonesbury_election_game_campaign_96.html

The Doonesbury Election Game: Campaign '96 is a fun, but largely forgotten, simulation of 1996 US Presidential Election that allows the players to create their own tickets, pick campaign staffs from dozens of comic strip Doonesbury characters, and run the campaign. Designed by Randy Chase, Doonesbury Election Game plays like an updated version of his 1993 classic Power Politics, except this time there are many more options and trimmings, although not necessarily a brighter AI. You play the role of campaign manager for whichever party you choose: Republican, Democratic, or Independent. You will have control over all aspects of your candidate, but will still have to remain aware of your competitors, as they will do anything to thwart your campaign.

When the game begins, your first duty is to pick your party and candidate from a list of real 1996 candidates. If you dislike them all (who doesn't?) you can create your own candidate. Any candidate can be controlled by a human player, so up to 3 people can join the game. You then get to decide on your candidate's attributes and views on topics such as abortion and gun control. You will then pick your running mate and staff. Here is where Doonesbury fans will have the most fun, because the advisors are chosen from a pool of major Doonesbury characters, each with his or her own strengths and weaknesses that are true to the series. There are 4 positions to fill: Strategy Advisor, Spin Doctor, Financial Advisor, and Communications Director, all of whom are crucial to your success (although I suspect the Spin Doctor to be more influential than others).

Gameplay is turn-based, with you deciding on what to do each day in your office as the clock ticks down towards Election Day. You can call each of your advisors to get news updates and advice. You can schedule trips for your candidate and running mate, and arrange events that would help your campaign in different ways, e.g. a political rally helps gain press exposure, while fundraising events allow you to meet with the voters and fill your coffer in the process. When things really start to heat up, you can challenge your opponents to a debate. You can order a poll in each state to see how well your campaign is going, and spend money on advertising and press conferences. One of the things I like most about the game is that the computer has a wealth of statistics and information on each state's voting history. You can check on your opponents' win/loss record to see how well they've done in previous elections. Lastly, you can watch short, 30-second video clips of different candidates from past elections (missing in this CD-rip version, but you're not missing much). As the day wears on, you receive newspapers, poll results, and notes from your advisors. The game is reasonably realistic—I played the game twice, with a sure-fire losing strategy in my second try (e.g. put all my money in a state I know I'd win anyway). And sure enough, I lost. If you're interested in politics, Doonesbury Election is a lot of fun, although SSI's classic President Elect feels more realistic. Be warned that the game will probably feel too dry and repetitive if you're not really into political simulations.

Global Simulation Workshop

<http://www.oearth.com/>

The Global Simulation Workshop is a 3-hour interactive game that builds critical skills and teaches its participants about global issues.

Developed by our team of experienced educators and researchers over the past three decades, the game has been played by more than 350,000 people from around the world. More than 2,500 educational institutions, organizations, and corporations from 35 countries have used the game to teach their participants about how the world works, and how to make it work better.

History. Economics. Geography. Political science. Ethics. Social studies. Technology. Media. Culture. All of these elements are integrated into the Global Simulation Workshop. In a world so intricate and dynamic, it is easy for individuals to lose sight of the "big picture". The Global Simulation Workshop helps them reconnect with the global perspective by putting the world into their hands.

In the late 1940's, the world was coping with the ravages of world war and nationalism. Buckminster Fuller, the American inventor, educator, and visionary, conceived a tool to help address these critical problems: the World Game.™

Fuller's vision for the World Game™ grew out of his earlier studies of war games at the U.S. Navy War College. He envisioned a "great logistics game," like a war game, but he at first called his version a "World Peace Game." Fuller's game was intended to be a tool that could be used by people around the world to understand and develop solutions to what he called the real enemies of humanity: hunger, illiteracy, lack of health care, environmental degradation, and "you or me" thinking.

Later, Fuller proposed to house The World Game™ in a giant geodesic dome that he designed as the U.S. Pavilion for the 1967 Montreal World's Fair. His giant dome was built, but the USIA rejected his World Game™ exhibit as too "revolutionary". Undaunted, Fuller continued to develop his World Game.™

In 1972, the World Game Institute was established by Fuller and two colleagues, o.s.Earth founders Howard Brown and Medard Gabel. The World Game Institute brought the World Game™ experience to hundreds of thousands of participants around the world. The World Game Institute also developed the world's largest and most accurate map of the world, one of the most detailed and substantive databases of global statistics available anywhere, and educational resources designed to teach interdependence, collaboration, respect for diversity, and individual participation in a global society.

The o.s.Earth Global Simulation is a direct descendent of Fuller's "World Peace Game." In a Global Simulation, Fuller's original idea is enhanced with state of the art multimedia, the inclusion of relevant current issues, and dynamic game play. What results is a challenging and moving experience that participants remember for a very long time.

The Iowa Electronic Markets

<http://www.biz.uiowa.edu/iem/about/>

The IEM is a real time and real money electronic futures market designed specifically as a teaching and research tool. Students use real money accounts to trade contracts with payoffs based upon real-world events such as political outcomes, stock price rates of return, movie box office receipts, and federal reserve policy decisions. The markets run continuously with new sets of contracts opening at least once a month.

Participating in the IEM provides students with real incentives to learn about markets and follow economic, financial and political news. Trading in the markets requires students to apply class concepts to real decisions. Thus, the markets reinforce ideas from class and enhance student understanding.

The IEM provides students with a broader learning experience. It allows them to participate directly in a market instead of simply reading and talking about markets. This experiential learning improves pedagogy, stimulating students to develop their own intuition for concepts developed in class.

The markets operate with user friendly, menu-driven technology and are easily accessed through the Internet. In addition, many of our market pages include links to other resources on the web.

Trading in the IEM helps students integrate concepts from economics, statistics, accounting and finance. It provides hands-on experience with markets, one of the key ways in which wealth is distributed and acquired.

The IEM is an interactive case study in which students' own behavior generates economic transactions. These transactions can be used as a forum for discussing the underlying economic events which instigated the trading, or used to prepare financial statements which:

- Investigate how to value assets: Historical cost vs. market value vs. expected return, and valuing individual assets that are purchased as a bundle.
- Investigate how to measure earnings matching costs to assets: specific ID, LIFO, FIFO, weighted average.
- Recognizing gains and losses: differentiate recognition from realization.

Instructors must set up an [IEM Class Description](#) before their students can open their IEM trading accounts.

Jennifer Government: Nation States

<http://www.nationstates.net/cgi-bin/index.cgi>

Nation States is a free nation simulation game. Build a nation and run it according to your own warped political ideals. Create a Utopian paradise for society's less fortunate or a totalitarian corporate police state. Care for your people or deliberately oppress them. Join the United Nations or remain a rogue state. It's really up to you.

National Budget Simulation

<http://www.budgetsim.org/nbs/>

This simple simulation should give you a better feel of the trade-offs which policy makers need to make in creating federal budgets and dealing with deficits.

This simulation asks you to adjust spending and tax expenditures in the 2006 budget proposed by the White House in order to achieve either a balanced budget or any other target deficit. In order to make the choices we face in the budget clearer, we assume that you make the adjustments all in one year.

According to the Congressional Budget Office, the 2006 fiscal deficit is projected to be \$296 billion. This does not include the costs of the Iraq War, so in the simulation the deficit has been increased by \$105 billion, the costs of the supplemental appropriations for Iraq and Afghanistan operation for fiscal 2005, for a total projected deficit of \$401 billion. These costs and the associated deficits can be adjusted in the simulation based on your estimates of the likely continuing costs of the war or whether to scale back or end those operations.

The Simulation also allows you to adjust the costs of the 2001 and 2003 tax cuts, either cutting or canceling them to raise revenue, or increasing them to create larger tax cuts. It also allows you to increase or decrease tax expenditures, also known as tax deductions, credits or "loopholes."

How to play the game.

There are two ways to play the game: a simple version that challenges you to cut major categories of spending and/or eliminate tax loopholes, or a longer version with sub-categories of spending.

We suggest that you do the simulations first without knowing their budgets. You may be surprised that cutting certain programs yield little revenue. This makes the simulation a bit more challenging since it tests whether your perception of where money goes in the budget matches the reality.

A graph will be produced showing the distribution of spending and tax expenditures in the main categories.

Just remember: increasing any category, whether a spending or a revenue category, will increase the deficit, while cutting any category will decrease the deficit

- [Why this simulation uses a one-year budget](#) rather than projections over a number of years.

Why does this simulation cut this coming year's budget, rather than projecting cuts over many years like Congress and the President often do?

The primary reason is that thinking about dealing with the budget in one year is simpler: simpler to present, simpler to program and simpler to understand the issues at stake in the budget debate. And that simplicity is a virtue since long-term budget projections have an obvious history of obscuring hard choices and, frankly, allowing politicians to lie about ultimate results. This is one of the main reasons we have seen the return of the present budget deficit. The reality is that it is no easier to cut the deficit over a few years than in one year--the choices are the same. The only difference is that various budget gimmicks over time obscure those choices.

There are three major reasons projections into the future obscure these choices: inflation, changes in revenues due to population growth, and changes in numbers in need for government services due to population changes.

Inflation cuts the value of dollars spent on programs each year. A "freeze" in spending that ignores inflation will mean a real cut in that program. As an example, if we assume 3% inflation each year, a "freeze" in spending means almost a 20% real cut in the program over seven years. It is a much more clear and honest debate if we discuss whether to cut the program 20% up front.

Changes in revenue due to population growth means that the government can expect to raise more revenue each year without doing anything. This is on top of revenue increases due to inflation. Some budget projections play games with this expectation in order to argue for a budget. The massive tax cuts in the early 1980s projected much larger revenue increases than ever materialized, allowing "projections" of much smaller deficits than we actually ended up with by the end of the decade.

Along with revenues increasing with population growth, there are changes in the numbers in need of government services due to population changes. Population growth means more children in school, more total people unemployed (even with the same unemployment rate), more people qualifying for Medicare and Social Security and so on. What this means is that even if a program's spending increases with inflation, those benefits will be divided between more and more people, meaning fewer textbooks per child, lower benefits for Medicare recipients and so on. Increasing revenues due to population changes can often match increasing needs, but playing with projections with either number allow budget-cutters to obscure real cuts in programs for those using them.

The bottom-line is that adjusting the present budget (using fiscal year 2006 in our simulation) is the simplest way to show the choices we face in balancing the budget. In fact, it is a lot easier to make these cuts or raise revenue now, since as our population ages, the need for Medicare and Social Security is projected to grow much faster than both inflation and the growth in revenues. So if we can't balance the present budget, we can't do it any easier in the future.

Note that the gross totals for the national budget combine both spending, tax expenditures and the losses of revenue from the 2001 and 2003 tax cuts. Such number totals in budgets are always a bit arbitrary; concentrate on the deficit number as the target in this simulation.

[What categories of spending are used in this simulation?](#)

The categories of spending used in this simulation generally match the categories used in the official budget of the United States under its "Functions and Sub-functions" perspective on the budget, Table 27–1. Budget Authority and Outlays by Function, Category and Program.

Most of these categories match the way most people discuss the budget, even when some of the specific programs may be unknown.

This simulation makes a few changes, breaking out a number of additional major categories. It divides the "Education, training, employment, and social services" category into an "Education", "Training, Labor and Unemployment" and a "General Family Support" category.

Instead of the encompassing "Income Security" category, which is a grab-bag of retirement programs, welfare programs, and work-related spending like unemployment compensation, this simulation:

- Merges military retirement and military health programs into the veterans' retirement and disability category.
- Merges unemployment into the "Training, Labor and Unemployment" category.
- Merges Adoption and Child Support functions into the "General Family Support" category.
- Creates a new "Aid to Low-income Families" category.

There is also an additional category for the "Iraq and Afghanistan Operations."

Sub-functions in the "long" version of the game generally remain the same although some small programs have been grouped together in new categories.

[How the 2001 and 2003 tax cuts are used in this simulation.](#)

As a standing for a whole range of tax rate adjustments, the \$103 billion in lost revenue from the 2001 tax cut and the \$110 billion in additional lost revenue from the proposed 2003 tax cuts are included in the simulation.

These can be increased or decreased as people feel tax rates should be adjusted. Some people may feel that with a recession, a new round of tax cuts are needed to simulate the economy, so this gives you that option as well as eliminating the tax cut altogether.

In the long budget version, you have the option to selectively eliminate the tax cut for different economic groupings. This allows you to adjust the progressivity of the tax cut.

Note that there is some overlap between the 2001/2003 tax cuts and the numbers used in tax expenditures, so if you cut in both these categories and the tax expenditures categories, the final deficit numbers will not be perfectly accurate.

[Why tax expenditures are treated like general spending in this simulation.](#)

Along with giving you the ability to control the over \$2 trillion in yearly spending, this simulation gives you the opportunity to adjust what are called officially "tax expenditures" and are unofficially referred to as tax loopholes.

These tax entitlements loom large in the overall budget picture; in fact, the total of all tax expenditures comes to over \$1 trillion, enough to eliminate the deficit and cut income tax rates across the board by 50% to boot.

Since such tax expenditures for specific political goals are paid for by either deficits or higher taxes on the general population, they are little different from general spending, aside from the fact that the money is spent with less accountability and political review.

Such expenditures are tabulated each year by both the Congressional Joint Committee on Taxation and the Treasury Department along with their annual estimated cost. What distinguishes a "tax expenditure" from a general tax deduction is defined by the Joint Tax Committee on Taxation as follows: "Special tax provisions are referred to as tax expenditures because they are considered to be analogous to direct outlay programs...Tax expenditures are most similar to those direct spending programs which have no spending limits, and which available as entitlements."

The tax expenditures in this simulation follow the official tax expenditure lists established by the Office of Management and Budget.

Numbers for tax expenditures come from the White House's Analytic Perspectives document, [Table 19-1 Tax Expenditures](#).

Politics Canada

<http://www.politicscanada.net/>

Welcome to **Politics Canada**, a free online game in which you have the opportunity to become an MP (Member of Parliament), serve the interests of Canada, its provinces and territories, represent both your conscience and constituency, get your party elected to the corridors of power and, if you're lucky enough, to become the Prime Minister yourself. Politics Canada is a political simulation, where you are voted in as a MP (Member of Parliament).

Your job:

- To serve and to make Canada a better place to live in.
- To help and promote your party.
- To mould your future.

And who knows, maybe you want power, be it party leader or a cabinet Minister or even the Prime Minister himself.

Politics Canada has been running since June 2004. Many of our players aren't even Canadian. It will take a bit of work and energy to get in the game. But once you do this, it will be worthwhile.

The game is played through the forum. You do not need particular political knowledge but it would be very helpful. You will get plenty of help along the way.

The Political Machine

<http://www.ubi.com/US/Games/Info.aspx?pld=1232>

Are you up for the challenge? Spend 41 weeks on the campaign trail, serving as a campaign manager for a presidential candidate. In an effort to secure a spot in the Oval Office, you must secure the greatest number of electoral votes and utilize the various facets of political strategy. Establish a campaign network, build capital, deliver speeches, buy advertising, fund-raise, and make appearances on national TV news programs in your efforts to master the political machine.

Features:

- **Experience the presidential campaign as an insider:** With a strategic model based on data collected from surveys, exit polls, and the 2000 U.S. Census, The Political Machine gives users a realistic look at today's current issues and politicians by political party and by geographic location.
- **??? for president:** Players can design their own candidates based on a dozen different characteristics, or use existing political candidates such as George W. Bush, John Kerry, and dozens of historical politicians including Ronald Reagan and Franklin D. Roosevelt.

- **Be a media darling:** Create awareness by making media appearances and being interviewed on national news programs such as *Barry King Live*, *60 Seconds*, *The O'Malley Factor*, *HardHitter* hosted by Bill Mathens, *Barbara Sawyer*, and *JoeUser.com*.
- **Raise your clout with 10 special interest groups:** Win endorsements from special interest groups including the National Gun Owner's Association, the Environmentalist's Club, the National Association for Women, the Christian Confederation, and the U.S. Chamber of Business.
- **Political operatives and political activists:** Utilize political operatives such as the Media Darling and the Money Man, or enlist activists like the Scandal Monger. Beware of the Time Waster and other activists that may hurt your campaign.
- **Four game modes:** Four different game modes allow the user to choose from Quick Play, Campaign Play, Fantasy Play, and multiplayer modes.
- **Single-player and multiplayer capabilities:** The Political Machine is both a single-player and a multiplayer game, giving players the choice to compete against the computer or other users online at www.politicalmachine.com.

Political Sim

http://accuratedemocracy.com/s_sim_ad.htm

Political Sim lets players taste 41 flavors of democratic voting. From Australia to Zuidland there are many ways to elect reps. Each country's voting rule creates hot spots on the electoral field. But the strong positions move if the voting rule is changed. Some rules elect only centrists, some elect moderates, and others are just erratic.

Simulated voters rank the candidates, giving 1st choice to the closest, 2nd choice to the 2nd closest, and so on. Their positions on the screen may represent geography or political opinions.

Games: Players take the roles of party leaders positioning rival candidates to maximize support. Moving a candidate requires paying for ads and answering interview questions can win donations. Four players controlling candidates in 2 parties create a challenging mixture of conflict and cooperation.

Elections for research or fun may have 2 to 16 candidates, competing for 1 to 7 seats.

Political Sim was created to make the power of voting rules easy to understand through visual displays. You don't need to do the tallies. You don't need to calculate statistics. The merits of [Condorcet](#) or [PR](#) or both [together](#) are easy to see and explain in everyday terms: consistently central, or evenly spread out, or centrally balanced.

You can develop an intuitive feel for statistical patterns by playing with them. You can put voters in random, normal, uniform, or checkerboard patterns. You can spread the candidates out wide or cluster them near the center, developing a feel for "standard deviation" as you play.

Students, Activists, Professors and Pollsters: In addition to games that teach some political science and statistics, PoliticalSim creates [slide shows](#) for lectures. Users can record and recall the voters, candidates and winning positions from typical and unusual simulations.

The sim can record [charts](#) of voters' top choices for each step in a LER or STV tally. It also calculates a council's "utility" score and the percentages of voters with their first, second or third choices elected. These statistics and more can be recorded from the results of several rules over many elections and later analyzed.

Romance of the Three Kingdoms X

<http://www.koei.com/index.cfm>

ROMANCE OF THE THREE KINGDOMS X is the latest installment in KOEI's long-running Historical Simulation Game series. The game covers nearly one hundred and forty-seven years of Chinese history starting with the fall of the Han Dynasty at the end of second century A.D.

Product Description

The tenth installment in Koei's Romance of the Three Kingdoms strategy game series, Romance of the Three Kingdoms X begins when the beleaguered Chinese empire falls victim to a rebellious plot, and continues through over one hundred years of civil war. As players progress through history, their game world grows and develops based on achievements, skills and strategies. Detailed tutorials, a help function and convenient command explanations allow for trouble-free play.

IMPROVED OFFICER-BASED PLAY!

RTKX reinstates the highly favored officer-based play system, but with a greater focus on character and story. The improved Officer-based system now includes new in-game events taken directly from the eponymous novel. The game's events are viewed and interpreted differently by each officer and affect the personal life of the player's character, adding a greater sense of drama to the game.

FIVE SOCIAL CLASSES TO CHOOSE FROM!

Through the Officer-based play system the player's experience is affected in various ways by social class. The player has a choice of characters from five distinct social classes: Sovereign, Viceroy, Prefect, Vassal, or Free officer.

NEW DEBATES RECREATE THE POLITICS BEHIND THE WAR!

In Western cultures, the Three Kingdoms period is best known for its images of great warriors clashing in violent battles, but the complete history places equal importance on the debates had by civil servants like Zhuge Liang and Sima Yi. For the first time in the series, the recreations of these debates allow players to experience the significant political victories of the time.

REGIONAL BATTLES AND LARGE-SCALE CAMPAIGNS!

War in RTKX is carried out through two types of conflicts: regional battles and campaigns. Local battles include field skirmishes, sieges of enemy cities, and urban-based combat. Large-scale campaigns involve all of the cities in a given region, and are waged only by armies of sufficient size. As enormous armies begin to form, the growing threat of campaigns adds a new level of tension that lasts well up until the game's end.

SIMCITY

<http://simcity.ea.com/>

The history of videogames is short and violent. As technology ramped up, early, pacifist fare like Pong gave way to the 8-bit sound and fury of Space Invaders, Asteroids, Defender and their brethren, creating a trend in gaming that continues to this day.

Perhaps it is for these reasons that the original SimCity was met with, if not outright derision, then certainly bewilderment and skepticism when SimCity creator Will Wright was shopping the concept to publishers. Here was a game where the emphasis was on creation instead of destruction. Gameplay could continue virtually indefinitely, at a time where most games of the time were designed to last mere minutes. In an era where most games cast you in the role of fighter pilot, spaceship commander or some other variant of the square-jawed hero, SimCity was all about the decidedly un-heroic concept of...city planning. Gamers were bestowed with the very dry and civic-minded honorific of Mayor and asked to manage the growth and planning of a simulated metropolis. All together, this strange game seemed like it would disappear altogether from the annals of video game history in a flash.

Instead, SimCity disappeared off store shelves, as consumers turned out in droves to purchase the game. Millions of copies of the SimCity games have been sold over the years, and SimCity has arguably formed the cornerstone of a genre in itself - God Games, also known as System Simulation Games.

Ironically, SimCity arose from the ashes of a more typical videogame, The Raid of Bungeling Bay. Bungeling Bay featured a heavily armed helicopter laying siege to equally heavily armed islands. Will quickly discovered that he was having more fun creating the islands than he was blowing them up with his helicopter. At the same time, Will cultivated a real love of the intricacies and theories of urban planning, particularly those of MIT professor Jay Forrester, and decided that building and maintaining a city was a topic worthy of a videogame.

The stage was set, and Will spent an entire year turning his idea into a reality. An early incarnation of SimCity was written for the venerable Commodore 64 in 1985, though the game would sit, unpublished, for four years. In 1987, Maxis was formed by Will Wright and Jeff Braun, after the two met at a now-legendary pizza party. In 1989, after a long search to find a publisher for the game, Macintosh and Amiga versions of SimCity made it to store shelves, courtesy of Broderbund. A PC version followed later that year, and the original, Commodore 64 version of SimCity finally saw the light of day as well.

Initially, sales were so meager that all technical support for the game was handled by Will and Jeff, out of Jeff's apartment. Fortunately, you can't keep a good game down, and SimCity started to garner word-of-mouth recognition, which eventually resulted in a full page story in Newsweek magazine. This brought about a complete reversal of fortune for the game. Suddenly, SimCity was achieving mainstream success at a time when PC games were still very much a marginalized medium.

System simulation games were such a new concept at the time that Maxis suddenly found itself fielding phone calls from governmental agencies the world over, including the Central Intelligence Agency and the Defense Department. One can only imagine what creations would have resulted from such a pairing.

SimCity was also getting noticed as an educational tool, and made its way into more than 10,000 classrooms, a noteworthy feat for any commercial videogame, even today.

With SimCity firmly established as a runaway success, a sequel was practically a foregone conclusion, but Will Wright, ever the visionary, was more inclined to forge ahead with several new ideas he wanted to explore (including the concept for what would later become The Sims), and handed over the reins for a time to Fred Hasslam. Fortunately, Will eventually decided that a SimCity sequel was still fertile grounds for his imagination, and stepped back in to aid Fred in creating a worthy successor to the original SimCity game.

What resulted was a quantum leap over the first game. It greatly benefited technologically and experientially from the five years that had elapsed between releases. Will abandoned the top-down view of the first game in favor of the isometric model that has been used in all subsequent SimCity releases. He also incorporated rotation, so users could view their city from different angles. Will beefed up the whole feature set considerably, so it was no surprise when SimCity 2000 was released in January 1994, it became the top-selling game in the world, and held on to that position for half a year.

Game play aside, one of the most amazing things about SimCity 2000 was just how many of the new features were the direct result of communication between Maxis and fans of the game- a tradition that continues to this day. Sure, there was no Lot Exchange, No Lot Editor, no downloadable content of any sort, and initially, not even a website to visit. Still, untold legions of diehard fans made themselves heard via e-mail, snail mail and direct communication, and Maxis made sure that many of their requests actually ended up in the game, just like we do today.

The original SimCity had become an instant classic, and SimCity 2000 proved to the world that it was no mere fluke, and established Maxis as a development studio synonymous with quality.

Uncle Sam's Budget Balancer

<http://www.klhess.com/unclesam/>

Uncle Sam's Budget Balancer for DOS or Windows computers empowers you to balance the FY 1995 federal budget using actual numbers provided by the Congressional Budget Office.

I first created Uncle Sam's Budget Balancer as a public service during the 1992 presidential campaign. At the time I was president of Banner Blue Software, a company I founded and have since sold to Broderbund Software. The program has been updated with new budget information several times. When I left my company I retained the rights to the program, available as freeware. My objectives today remain the same as they were in 1992:

First, I want to demonstrate the advantages of using a computer to educate citizens about dollars and cents public policy issues like the federal deficit. Full, accurate, undistilled information can be provided in a form that is much more approachable than the hundreds of pages of text from which it is condensed. And, as a "working model" of the budget, citizens can quickly test the validity of their ideas and preconceptions.

Second, I want to empower citizens to evaluate the performance of their representatives and the accuracy of the media by giving them a powerful analytical tool. Quite literally, citizens can see

whether what they are told "adds up."

Third, I want to show that the budget can be balanced and what it takes to do so.

To me, balancing government spending transcends politics and economic theory--it's a simple matter of discipline. I hope you agree.

If there is sufficient interest, I will convert the program to run on the Web itself.

--Kenneth L. Hess

United States Government Simulator

<http://worldsimulations.com/USG/index.shtml>

What is USG?

USG is a United States Government Simulation. As the name suggests, this game utilizes Invision Power Board to host a forum-based simulation of the House of Representatives, the Senate, the White House, the Supreme Court, State Governors, and beyond. Established in late 2000, it was the first realistic political simulation of its time and it remains the best simulation of all government activities. If you've ever had an yearning for politics or want to implement the legislation that you feel the real government is neglecting, then you can find a home here at USG!

Who runs USG?

USG is run, first and foremost, by Will Caldwell. Will has pulled together a team of fellow administrators (Eric Smith, Catherine Cicero, James McDonald, Mark Baker, Andrew Kappes, and Mike Glavine) and poured his own physical and financial resources into keeping the site going for the hundreds of players that have come to enjoy the simulation. Although the game is generally watched over by the players, Will does more than his overwhelming share of work.

How is USG set up?

Just like the real government, USG simulates the House, the Senate, the White House, the Executive Cabinet, State Governors, the Supreme Court, as well as the media that influences government and the special interest groups that accompany it. Visiting the forums and talking with veterans of the game, however, remains the easiest way to learn the ropes.

Do I have to pay?

No. The admins are proud to keep this game running free for its participants, and all maintenance of the site is done voluntarily. All you need to do is sign into the boards, and you are ready to play! There is an option for donating money to Will, but he has shown no qualms with pouring massive financial resources into keeping the site running.

What is the Region System?

In order to make sure that every office can be filled while leaving enough players to keep the non-elected positions active, the Admins have instituted a Region System. In this system, the country is divided into eleven regions, with expansions coming every time there are enough players to create new regions. If you are curious as to how the country is divided, check the forums for the Region Map.

How many people play this game?

At this time, upwards of 600 people have come to participate in the simulation.

Section VII: Teaching Statistics and Research Methods

Teaching Statistics and Research Methods encompasses topics that include Quantitative and Qualitative Methods.

The subsection on Quantitative Methods covers basic topics such as sampling, measurement, survey and scaling, detailing statistical tests such as regression, t-test, ANOVA, and correlations. Information on statistical resources is also provided.

The subsection on Qualitative Methods covers a general overview of qualitative methods and specific techniques, such as recording and analyzing observations, conducting in-depth interviews, and information on focus groups. Software packages for qualitative analysis and various online resources provide supplemental information.

***Also see subsection entitled "More Recommended Textbooks for the MPA Program" beginning on page 115 for additional resources.*

Research Resources: Quantitative Methods

American Statistical Association (ASA) Survey Research Method Section

<http://www.amstat.org/sections/srms/index.html>

The mission of the Section on Survey Research Methods is to promote the improvement of survey practice and the understanding of survey methods by encouraging both theoretical and applied research on survey-related topics and by disseminating information on survey methods. Areas of interest for the Section include all that employ survey methodology as a focus or as a prime tool of investigation. Of special interest are:

- Theoretical foundations of sampling
- Sample design and estimation
- Nonsampling errors and data collection methods
- Analysis and presentation of survey data
- Education of the public and students on the importance of scientific survey research
- Publication and dissemination of survey research findings
- Ethics related to survey conduct and standards for survey practice

Center for Social Research Methods

<http://www.socialresearchmethods.net/>

This website is for people involved in applied social research and evaluation. You'll find lots of resources and links to other locations on the Web that deal in applied social research methods. Some highlights of what is available:

- the [Knowledge Base](#) -- an online hypertext textbook on applied social research methods that covers everything you want to know about defining a research question, sampling, measurement, research design and data analysis.
- [Selecting Statistics](#) -- an online statistical advisor! Answer the questions and it will lead you to an appropriate statistical test for your data.

- [The Simulation Book](#) -- A previously unpublished book of manual (i.e., dice-rolling) and computer simulation exercises of common research designs, for students and researchers to learn how to do simple simulations

Communication Research.Org

<http://www.communicationresearch.org/methodology.htm>

This site provides a comprehensive list about quantitative research methods on the Internet.

Discuss Sampling Methods

<http://www.mis.coventry.ac.uk/%7Enhunt/meths/index.html>

When organizations require data they either use data collected by somebody else (secondary data), or collect it themselves (primary data). This is usually done by sampling, that is collecting data from a representative sample of the population they are interested in.

Electronic Resources for Research Methods

<http://informationr.net/rm/>

Site designed, developed and maintained by T.D. Wilson, PhD, Professor Emeritus, University of Sheffield, UK. Last updated 18th February, 2005.

Guide to Good Statistical Practice

<http://www.rdg.ac.uk/ssc/publications/guides.html>

The Statistical Services Centre produces a series of guides on good statistical practice, intended primarily to give help to research and support staff in development projects.

Introduction Research Design and Statistics

<http://www.gseis.ucla.edu/courses/ed230a2/notes.html>

Professor Philip B. Ender's Class notes. Department of Education, Graduate School of Education & Information Studies, University of California Los Angeles.

Methods in Behavioral Research

<http://methods.fullerton.edu/>

This Web site is organized by the chapters in the book. Each chapter lists Web resources that you can access to enhance learning about and teaching research methods

Questionnaire Design and Survey Sampling

<http://home.ubalt.edu/ntsbarsh/stat-data/Surveys.htm>

The contents of this site are aimed at students who need to perform basic statistical analyses on data from sample surveys, especially those in marketing science. Students are expected to have a basic knowledge of statistics, such as descriptive statistics and the concept of hypothesis testing.

Research Method and Resources

<http://www.york.ac.uk/services/library/subjects/resmethods.htm>

This page has links to many sites which cover research methodologies, evaluative techniques, writing skills and presentation of research. It also includes guides on how to keep up to date with research developments.

Research Methods Knowledge Base

<http://www.socialresearchmethods.net/kb/>

By William M. Trochim, Cornell University. The Research Methods Knowledge Base is a comprehensive web-based textbook that addresses all of the topics in a typical introductory undergraduate or graduate course in social research methods. It covers the entire research process including: formulating research questions; sampling (probability and nonprobability); measurement (surveys, scaling, qualitative, unobtrusive); research design (experimental and quasi-experimental); data analysis; and, writing the research paper. It also addresses the major theoretical and philosophical underpinnings of research including: the idea of validity in research; reliability of measures; and ethics. The Knowledge Base was designed to be different from the many typical commercially-available research methods texts. It uses an informal, conversational style to engage both the newcomer and the more experienced student of research. It is a fully hyperlinked text that can be integrated easily into an existing course structure or used as a sourcebook for the experienced researcher who simply wants to browse.

Research Methods Resources on the WWW

http://www.slais.ubc.ca/resources/research_methods/

Developed by Mary Sue Stephenson, the School of Library, Archival and Information Studies, the University of British Columbia. This includes comprehensive categories for the links related to the foundation of research methodology and specific methods-both qualitative and quantitative.

The Research Process

<http://www.ryerson.ca/~mjoppe/ResearchProcess/>

The following pages were created to allow hospitality and tourism managers to familiarize themselves with some of the basic quantitative and qualitative research techniques, concepts and terminology. The objective is to provide this information in an easily accessible format and non-technical language, and link it to references for more in-depth information and other research sites. To the extent possible, industry examples have been used to illustrate points. This project is ongoing insofar as the site will be expanded over time to cover more research methods and statistics. The undertaking was made possible with the generous support of the Ontario Hostelry Institute, AMEX Canada and Ryerson Polytechnic University.

The research process involves six distinct phases, although they are not always completely linear, since research is iterative (earlier phases influence later ones, while later ones can influence the early phases). Perhaps one of the most important characteristics of a good researcher is the unwillingness to take shortcuts, to rush through the research. It is important to keep an open mind to recognize changes that must be accommodated to ensure the reliability and validity of the research.

Research Methods Glossary

<http://www.bath.ac.uk/e-learning/gold/glossary.html>

Project GOLD provides research methods glossary on the Web.

Research Methods Tutorials

<http://www.socialresearchmethods.net/tutorial/tutorial.htm>

This page consists of tutorial Web projects put together by the graduate students in Program Evaluation and Planning at Cornell University. Each of these projects teaches a specific research methods topic that the student selected. Students were instructed to write these tutorials for undergraduate or graduate student audiences that are new to social research methods. Please send any comments or questions to [Bill Trochim](#).

Research Methods WWW Tutorial

<http://sociology.camden.rutgers.edu/jfm/tutorial/main.htm>

This tutorial is designed to provide a bit of extra material on a variety of topics that couldn't be covered in greater detail during class.

Resources for Methods in Evaluation and Social Research

<http://gsociology.icaap.org/methods/>

This page lists FREE resources for methods in evaluation and social research. The focus is on "how-to" do evaluation research and the methods used: surveys, focus groups, sampling, interviews, and other methods. Most of these links are to resources that can be read over the web. A few, like the GAO books, are for books that can be sent away for, for free (if you live in the US), as well as be read over the web.

Scott's Research Library

<http://kerlins.net/bobbi/research/qualresearch/>

Educational research methods resources. This site is composed of three sub-categories: statistical resources, surveys resources, and general methods and qualitative resources.

Student and Teacher Research Help and Guide

<http://kancrn.kckps.k12.ks.us/guide/research.html>

This guide is designed to assist students and teachers in understanding the research process, how to design a research study and how to prepare a research report. This guide was prepared by the staff at KanCRN and by members of the 1998-1999 Internet in Instruction class in Kansas City Kansas.

Survey Research

<http://www2.chass.ncsu.edu/garson/pa765/survey.htm>

This site provides information about survey overview. It also contains links to focus group research, sampling, time series analysis, etc.

Survey Research Library

<http://www.srl.uic.edu/>

Colleges of Urban Planning and Public Affairs, University Illinois at Chicago

The Survey System

<http://www.surveysystem.com/index.html>

The Survey System is the most complete software package available for working with telephone, online and printed questionnaires. It handles all phases of survey projects, from creating questionnaires through data entry, interviewing or email or Web page [Internet surveys](#) to producing tables, graphics and text reports that make you look good. Unlike spreadsheets, databases or general purpose statistics packages, The Survey System was designed specifically for questionnaires; so our software saves you time.

Topics in Statistical Data Analysis: Inferring from Data

<http://home.ubalt.edu/ntsbarsh/stat-data/Topics.htm>

This site offers information on statistical data analysis. It describes time series analysis, popular distributions, and other topics. It examines the use of computers in statistical data analysis. It also lists related books and links to related Web sites.

Statistical Resources

Afristat

<http://www.afristat.org/>

Bureau of Economic Analysis

<http://www.bea.gov/>

BEA is an agency of the Department of Commerce. Along with the Census Bureau and STAT-USA, BEA is part of the Department's Economics and Statistics Administration. BEA produces economic accounts statistics that enable government and business decision-makers, researchers, and the American public to follow and understand the performance of the Nation's economy. To do this, BEA collects source data, conducts research and analysis, develops and implements estimation methodologies, and disseminates statistics to the public.

Bureau of Labor Statistics

<http://www.bls.gov/>

The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, other Federal agencies, State and local governments, business, and labor. The BLS also serves as a statistical resource to the Department of Labor. BLS data must satisfy a number of criteria, including relevance to current social and economic issues, timeliness in reflecting today's rapidly changing economic conditions, accuracy and consistently high statistical quality, and impartiality in both subject matter and presentation.

Economic Commission for Africa

<http://www.uneca.org/>

Established in 1958, ECA is one of five regional commissions under the administrative direction of United Nations (UN) headquarters. As the regional arm of the UN in Africa, it is mandated to support the economic and social development of its 53 member States, foster regional integration, and promote international cooperation for Africa's development. It reports to the UN Economic and Social Council (ECOSOC).

Economic and Social Commission for Europe

<http://www.unece.org/stats/>

UNECE statistical work is steered by the Conference of European Statisticians under the joint auspices of the United Nations Economic Commission for Europe and the United Nations Statistical Commission. The main objectives of the Conference of European Statisticians are:

- to improve national statistics and their international comparability having regard to the recommendations of the Statistical Commission of the United Nations, the Specialized Agencies and other appropriate bodies as necessary;
- to promote close coordination of the statistical activities in the ECE region of international organizations so as to achieve greater uniformity in concepts and definitions and to reduce to a minimum the burdens on national statistical offices;
- to respond to any emerging need for international statistical cooperation arising out of transition, integration and other processes of cooperation both within the ECE region and between the ECE region and other regions.

Economic and Social Commission for Latin America and the Caribbean (ECLAC)

<http://www.eclac.cl/>

Economic and Social Commission for Western Asia

<http://www.escwa.org.lb/>

ESCWA promotes economic and social development through regional and sub-regional cooperation and integration and serves as the main general economic and social development forum within the United Nations system for the ESCWA region. It formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region and acts as an executing agency for relevant operational projects. ESCWA coordinates its activities with those of the major departments/offices of the United Nations at Headquarters and of specialized agencies

and intergovernmental organizations, such as the League of Arab States, the Gulf Cooperation Council and the Organization of the Islamic Conference, with a view to avoid duplication and ensure complementarity, synergy and exchange of information.

Eurostat

http://epp.eurostat.ec.eu.int/portal/page?_pageid=1090,30070682,1090_33076576&_dad=portal&_schema=PORTAL

It provides the European Union with a high-quality statistical information service.

Food and Agriculture Organization of the United Nations (FAO)

<http://www.fao.org/>

The Food and Agriculture Organization of the United Nations leads international efforts to defeat hunger. Serving both developed and developing countries, FAO acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy. FAO is also a source of knowledge and information. We help developing countries and countries in transition modernize and improve agriculture, forestry and fisheries practices and ensure good nutrition for all. Since our founding in 1945, we have focused special attention on developing rural areas, home to 70 percent of the world's poor and hungry people.

International Civil Aviation Organization

<http://www.icao.org/>

The ICAO Journal includes a commentary on the challenge of reporting and interpreting air transport statistics, which may be more of a science than most people appreciate.

International Labor Office (ILO)

<http://www.ilo.org/public/english/bureau/stat/intro/>

Labor statistics play an essential role in the efforts of member States to achieve decent work for all and for the ILO's support of these efforts. These statistics are needed for the development and evaluation of policies towards this goal and for assessing progress towards decent work. They are also an important tool for information and analysis, helping increase understanding of common problems, explain actions and mobilize interest.

International Monetary Fund

<http://www.imf.org/>

The IMF is an organization of 184 countries, working to foster global monetary cooperation, secure financial stability, facilitate international trade, promote high employment and sustainable economic growth, and reduce poverty.

International Trade Statistics

http://www.wto.org/english/res_e/statis_e/statis_e.htm

The International Trade Statistics provides interactive access to the most up-to-date WTO trade statistics.

National Agricultural Statistics Service

<http://www.usda.gov/nass/>

American agriculture is continually counted, measured, priced, analyzed, and reported to provide the facts needed by people working throughout this vast industry. The USDA National Agricultural Statistics Service's (NASS) mission is to provide timely, accurate, and useful statistics in service to U.S. agriculture. The abundance of information produced has earned for NASS employees the title, "The Fact Finders of Agriculture."

National Center for Education Statistics

<http://nces.ed.gov/pubsearch/>

Conduct customized searches to find NCES publications and data products. Once located, you can browse the content of publications or download files.

National Center for Health Statistics

<http://www.cdc.gov/nchs/>

The National Center for Health Statistics allow us to: 1) document the health status of the population and of important subgroups; 2) identify disparities in health status and use of health care by race/ethnicity, socio-economic status, region, and other population characteristics; 3) describe our experiences with the health care system; 4) monitor trends in health status and health care delivery; 5) identify health problems; 6) support biomedical and health services research; 7) provide information for making changes in public policies and programs; 8) evaluate the impact of health policies and programs.

Organization for Economic Co-Operation Development (OECD)

http://www.oecd.org/home/0,2605,en_2649_201185_1_1_1_1_1,00.html

The OECD groups 30 member countries sharing a commitment to democratic government and the market economy. With active relationships with some 70 other countries, NGOs and civil society, it has a global reach. Best known for its publications and its statistics, its work covers economic and social issues from macroeconomics, to trade, education, development and science and innovation.

Statistical Institute for Asia and the Pacific

<http://www.unsiap.or.jp/>

The Institute aims to strengthen the capability of the developing countries of the region to collect, analyze and disseminate statistics as well as to produce timely and high-quality statistics that can be utilized for economic and social development planning, and to assist those developing countries in establishing or strengthening their statistical training capability and other related activities.

Statistics of Income Division

<http://www.irs.ustreas.gov/taxstats/index.html>

Tax Statistics - Produced by the Statistics of Income Division and Other Areas of the Internal Revenue Service, provides a wide range of tables, articles, and data that describe and measure elements of the U.S. tax system. It consists of Business Tax Statistics, Charitable & Exempt Org. Statistics, Individual Tax Statistics, Statistics by Form, Statistics of Income (SOI).

UN Conference on Trade and Development

<http://www.unctad.org/Templates/StartPage.asp?intlItemID=2068>

The United Nations Conference on Trade and Development (UNCTAD) celebrates its fortieth anniversary this year. During four decades, the organization has been the focal point within the United Nations for the integrated treatment of trade and development and related issues in the areas of investment, finance, technology, enterprise development and sustainable development. It undertakes research, policy analysis and data collection for the debates of government representatives and experts.

United Nations Industrial Development Organization (UNIDO)

<http://www.unido.org/>

UNIDO's research activities include Industrial statistics, Industrial development indicators and Scoreboard, Economic research, Industrial Development Reports (IDR), Sectoral studies, Policy studies.

United Nations Educational, Scientific and Cultural Organization (UNESCO)

http://www.uis.unesco.org/ev_en.php?ID=2867_201&ID2=DO_TOPIC

The UNESCO Institute for Statistics is the statistical branch of the United Nations Organization for Education, Science and Culture (UNESCO). The Institute aims to:

- gather a wide range of quality statistical information to help Member States analyze the efficiency and effectiveness of their programs and to inform their policy decisions;
- interpret and report on the global situation with regard to education, science and technology, culture and communication.

United Nations Statistics Division

<http://www.un.org/Depts/unsd/>

The Statistics Division compiles statistics from many international sources and produces global updates, including the [Statistical Yearbook](#), [World Statistics Pocketbook](#) and yearbooks in specialized fields of statistics. It also provides to countries, specifications of the best methods of compiling information so that data from different sources can be readily compared.

United Nations Population Fund (UNFPA)

<http://www.unfpa.org/>

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA

supports countries in using population data for policies and programs to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect.

US Bureau of Transportation Statistics

<http://www.bts.gov/>

The Bureau of Transportation Statistics (BTS) was born as a statistical agency in 1992. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 established BTS for data collection, analysis, and reporting and to ensure the most cost-effective use of transportation-monitoring resources. BTS brings a greater degree of coordination, comparability, and quality standards to transportation data, and to fill important gaps.

The World Bank

<http://www.worldbank.org/>

The World Bank is a vital source of financial and technical assistance to developing countries around the world.

World Health Organization (WHO)

<http://www.who.int/en/>

The World Health Organization is the United Nations specialized agency for health. It was established on 7 April 1948. WHO's objective, as set out in its Constitution, is the attainment by all peoples of the highest possible level of health. Health is defined in WHO's Constitution as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

World Tourism Organization (WTO)

<http://www.world-tourism.org/>

Apart from being a new and especially relevant statistical instrument to analyse the economic importance of tourism, the development of a Tourism Satellite Account (TSA) is considered a strategic project for WTO.

Software Packages for Qualitative Analysis

ATLAS.ti

<http://www.atlasti.de/>

ATLAS.ti is a powerful workbench for the qualitative analysis of large bodies of textual, graphical, audio, and video data. It offers a variety of tools for accomplishing the tasks associated with any systematic approach to unstructured data, e.g., data that cannot be meaningfully analyzed by formal, statistical approaches. ATLAS.ti helps you to uncover the complex phenomena hidden in your data. ATLAS.ti offers a powerful and intuitive work environment that is designed to keep you focused on the material itself.

CDC EZ-Text

<http://www.cdc.gov/hiv/software/ez-text.htm>

CDC EZ-Text is a software program developed to assist researchers create, manage, and analyze semi-structured qualitative databases. The software allows users to design data-entry templates tailored to their questionnaire, enter responses, and interactively create on-line codebooks, which can be applied in a number of ways to analyze their data. Copies of the EZ-Text software and user documentation can be downloaded free of charge, courtesy of the Divisions of HIV/AIDS Prevention, Centers for Disease Control & Prevention.

Code-A-Text : Software for Analyzing Text and Speech

<http://www.code-a-text.co.uk/>

The Code-A-Text Web site includes information about C-I- SAID, the Code-A-Text Integrated System for the Analysis of Interviews and Dialogues. This is a very powerful system for studying documents which integrates qualitative and quantitative methods. The source documents can be text, audio or video, usually based upon interviews or dialogues but can include documents such as questionnaires. Outputs from the system include reports, tables and charts which can be accompanied by a range of statistics that can be used to describe the data in tandem with qualitative methods. The site includes a comprehensive overview of the software, access to a user guide and demonstration copy as well as reports on updates, bugs and fixes. The full program can be downloaded from this site, after payment of a license fee.

Computer Assisted Qualitative Data Analysis Software (CAQDAS) Networking Project

<http://caqdas.soc.surrey.ac.uk/>

CAQDAS "aims to disseminate an understanding of the practical skills needed to use software which has been designed to assist qualitative data analysis (e.g. field research, ethnography, text analysis). The project also provides a variety of media where the debate surrounding associated methodological and epistemological issues, can take place."

Ethnograph

<http://www.qualisresearch.com/>

The Ethnograph v5.0 for Windows PCs is a versatile computer program designed to make the analysis of data collected during qualitative research easier, more efficient, and more effective. You can import your text-based qualitative data, typed in any word processor, straight into the program. The Ethnograph helps you search and note segments of interest within your data, mark them with code words and run analyses which can be retrieved for inclusion in reports or further analysis.

Event Structure Analysis

<http://www.indiana.edu/~socpsy/ESA/>

Event Structure Analysis "is an on-line Java program that helps you analyze sequential events". It is the creation of Professor David Heise of Indiana University, who also designed the ESA Web site. As well as giving access to the program, the site offers sample datasets, a help page, a tutorial (which uses Julius Caesar's *veni, vidi, vici* as a model analysis) and a list of references (some of which are clickable).

HyperRESEARCH

<http://www.researchware.com/>

HyperRESEARCH is a computer software for qualitative data analysis. " ... It allows you to: code any amount of data any number of times; retrieve and manipulate portions of coded source material; test propositions about the data on any code or combination of codes using Boolean searches; test hypotheses about the overall meaning of your data using artificial intelligence and print or export the retrieved data to a word processor, spreadsheet or statistical package." It is available for both Macintosh and Windows platforms. The site contains information on the software, tips and tricks, a mailing list, a demo version of the software, details of how the software is being used in qualitative research in many disciplines and details of how to order it.

Institute for Sociology, Friedrich Schiller University

<http://www.textanalysis.info/>

Dr Harald Klein's site offers resources on computer based text analysis, offering information on software, archives, articles, and newsgroups.

MAZqda

<http://www.maxqda.de/maxqda-eng/index.htm>

MAXqda2 is the successor to the well-known software package winMAX. It supports everyone who performs qualitative data analysis and helps to systematically evaluate and interpret texts. It is also a powerful tool for developing theories as well as testing theoretical conclusions. It is used in a wide range of academic and non-academic disciplines, for instance Sociology, Political Science, Psychology, Public Health, Anthropology, Education, Marketing, Economics and Urban Planning. The site contains information on the software, tips and tricks, a mailing list, a demo version of the software, details of how the software is being used in qualitative work and research, online tutorials, prices and how to order the full version.

NVivo

<http://www.qsr.com.au/>

NVivo is designed for qualitative researchers who need to combine subtle coding with qualitative linking, shaping, searching and modeling. Ideal for those working with complex data, such as multimedia, wanting to do deep levels of analysis. Also allows researchers to import and export data to and from statistical packages. For those researchers wanting to merge several projects, Merge for NVivo is available as an add-on-module.

Qualrus - The Intelligent Qualitative Analysis Program

<http://www.ideaworks.com/Qualrus.shtml>

Qualrus is a qualitative analysis program produced by US software company Idea Works Inc., that uses intelligent computational strategies to assist with coding, analyzing, and applying qualitative data. It handles text and multimedia sources. Its features include: intelligent coding suggestions, support for user scripts, analysis tools, data export and import.

Scolari

<http://www.scolari.co.uk/>

Scolari is the research methods software division of SAGE Publications. The web site's 'Software by Category' listing groups the available software by topics such as 'Observational Data Collection and Analysis', 'Qualitative Research' and 'Research Design', and offers a brief descriptions of each software program. Ordering information is available from the 'How to Order' section which also gives details of educational discounts and student pricing.

Transana

<http://www.transana.org/>

Transana is software for professional researchers who want to analyze digital video or audio data. Transana lets you analyze and manage your data in very sophisticated ways. Transcribe it, identify analytically interesting clips, assign keywords to clips, arrange and rearrange clips, create complex collections of interrelated clips, explore relationships between applied keywords, and share your analysis with colleagues. The result is a new way to focus on your data, and a new way to manage large collections of video and audio files and clips.

Qualitative Methods

Action Research at Queen's University

<http://educ.queensu.ca/~ar/>

The site provides access to a range of materials from action research activities in preservice and graduate programs of the Faculty of Education at Queen's University.

The Association for Qualitative Research

<http://www.aqr.org.uk/>

It represents the interests of its members, currently some 1,150 individuals, who are directly involved in qualitative research: not just researchers, recruiters and field managers but also clients, academics, ad agency planners, etc. It also seeks to take the industry forward by being a catalyst for change. AQR has always provided a forum in which qualitative research developments can be raised and debated, standards maintained and enhanced, new skills learnt and shared through its comprehensive events and education programs.

Bibliography of Sources for Discourse Analysis Methods

<http://www-personal.umich.edu/~jaylemke/meth-bib.htm>

A bibliography for verbal data and discourse analysis written by Jay L. Lemke of the University of Michigan. It covers publications from 1962 to 1995 and could be a useful starting point for students and researchers undertaking qualitative research involving analysis of transcripts, speech and language.

British Library Sound Archive: Oral History

<http://www.bl.uk/collections/sound-archive/history.html>

Part of the British Library Sound Archive, the Oral History section collects audio and videotaped interviews as well as carrying out its own programs of life story recordings. They also act as the main base for oral history in Britain, linking themselves to relevant worldwide oral history groups and also providing training and advice on methods. The Web site contains information about the use of oral history, a listing of the collection, a guide to using it and a selection of further oral history links and contacts. Also featured is information on the National Life Story Collection and the Millennium Memory Bank Project: a huge project to provide 'a unique and invaluable snapshot of how the British think of themselves and their past from the perspective of the beginning of a new millennium'. Sound extracts of interviews can be heard throughout the site. Sound files are in RealAudio format and require the use of RealPlayer software.

The Case Study as a Research Method

<http://www.gslis.utexas.edu/~ssoy/usesusers/l391d1b.htm>

This paper explains how to use the case study method and then applies the method to an example case study project designed to examine how one set of users, non-profit organizations, make use of an electronic community network. The study examines the issue of whether or not the electronic community network is beneficial in some way to non-profit organizations and what those benefits might be.

Center for Organization, Leadership and Management Research

http://www.colmr.research.med.va.gov/mgmt_research_in_va/methodology/qualitative_research.cfm

The role, benefits and appropriate use of qualitative research have been discussed extensively in the literature. Several references to excellent articles can be found in the references section and links to references.

Consortium ON Qualitative Research Methods (CQRM)

<http://www.asu.edu/clas/polisci/cqrm/>

CQRM promotes the teaching and use of qualitative research methods in the social sciences. Its activities include an annual training institute, where leading scholars have (to date) taught advanced qualitative methods to nearly two hundred graduate students and junior faculty.

Critical Methods Society

<http://www.criticalmethods.org/qual.htm>

This site is a compendium of printed and internet resource material on how to do qualitative research. Click on the links on the right. Additional material and corrections welcome.

Dan Kurland's www.criticalreading.com

<http://www.criticalreading.com/>

Dan Kurland has been a teacher of developmental reading/writing in various US academic institutions. His Web site aims to provide 'the fundamentals of critical reading and effective writing'

and is useful as an introduction to the topic for the new student, as well as a refresher to the more experienced. In a series of short sections, 'Criticalreading.com shows you how to recognize what a text says, what a text does, and what a text means by analyzing choices of content, language, and structure. It shows you what to look for, and how to think about what you find.'

Digital South Asia Library

<http://dsal.uchicago.edu/index.html>

This web site houses South Asian reference materials, maps, statistics and photographic collections from the following: Hensley Photographic Library, American Institute of Indian Studies, Government College of Arts and Crafts (Chennai), and Oriental and Indian Office Collection. It is part of the University of Chicago Libraries.

Electronic Journal of Sociology

<http://www.sociology.org/>

The EJS is thus offered free of charge to individuals, libraries, academic and commercial organizations. It is part of, and a model for, a new publishing paradigm whereby the scholars themselves retain control over all aspects of the scholarly communication process.

ESDS Qualidata

<http://www.esds.ac.uk/qualidata/about/introduction.asp>

ESDS Qualidata is a specialist service of the ESDS led by the UK Data Archive (UKDA) at the University of Essex. The service provides access and support for a range of social science qualitative datasets, promoting and facilitating increased and more effective use of data in research, learning and teaching. The work builds on Qualidata's expertise and international reputation in this area.

Grounded Analysis

<http://www.langrust.com/grounded1.htm>

The traditional technique of the social sciences has been to build theories by testing pre-existing hypotheses that came from somewhere else. Grounded Theory development procedures use data in a new way: to stimulate, and then to shape, the inductive thought processes of the researcher. It is a systematic approach to hypothesis building and theory testing. And it has proven to be very powerful.

The Grounded Theory Institute

<http://www.groundedtheory.org/>

This site is concerned with the development of Grounded Theory and it mainly covers the work of Dr. Barney G. Glaser. Note that the Web site design is rather old - it still uses frames for some pages, but the information on the site should be of interest to all those undertaking research using grounded theory. Details are given of seminars run by The Grounded Theory Institute and there is also an online Forum which is used for questions and information on grounded theory. Non-members can access the General Forum, but you have to join to see the other specific topic Forums. The site also gives details on how to join, new publications, and the Grounded Theory Review, which is a subscription journal.

International Institute for Qualitative Methodology

<http://www.uofaweb.ualberta.ca/iigq/>

This is the homepage of the International Institute for Qualitative Methodology. The site is maintained by the Institute from their headquarters at the University of Alberta, in Edmonton, Alberta, Canada. The Institute aims to foster progress in qualitative research and methodology and to enable dialogue between international researchers in this area. Information on publications, workshops, conferences, research training is provided, alongside links to related resources.

International Journal of Qualitative Methods

<http://www.ualberta.ca/~ijqm/english/engframeset.html>

The International Journal of Qualitative Methods is a peer reviewed journal published quarterly as a web-based journal by the International Institute for Qualitative Methodology at the University of Alberta, Canada, and its international affiliates. It is a multi-disciplinary, multi-lingual journal, free to the public. Its goals are to heighten the awareness of qualitative research, to advance the development of qualitative methods in varying fields of study, and to help disseminate knowledge to the broadest possible community of academics, students, and professionals who undertake scholarly research.

METHODS – Qualitative

<http://gsociology.icaap.org/methods/qual.htm>

The site provides various on-line resources on qualitative research methods by type.

Narrative Methods for Organizational and Communication Research

<http://cbae.nmsu.edu/~dboje/qm/>

A web resource library of qualitative materials, exercises, and study guides to supplement the (2001) book titled Narrative Methods for Organizational and Communication Research.

Overview of Qualitative Methods and Analytic Techniques

http://www.ehr.nsf.gov/EHR/REC/pubs/NSF97-153/CHAP_3.HTM

The site describes and compares the most common qualitative methods employed in project evaluations. These include observations, in-depth interviews, and focus groups. It also covers briefly some other less frequently used qualitative techniques. In addition, a list of recommended readings is provided.

PARnet

<http://www.parnet.org/>

PARnet is an action research web site on the Internet. An important part of the PARnet concept is to make it easy to share a large quantity of dynamic information and maintain its integrity, while at the same time reducing the cost and time commitment of maintaining such a project. This is accomplished by making it easy for all users to post new content and associating the stewardship tasks for each bit of information with the original contributor. Many items in the PARnet database

have a renewal cycle. When this is the case, the system periodically prompts each contributor to review and renew items he or she has added.

Qualitative Content Analysis

<http://qualitative-research.net/fqs-texte/2-00/2-00mayring-e.htm>

The article describes an approach of systematic, rule guided qualitative text analysis, which tries to preserve some methodological strengths of quantitative content analysis and widen them to a concept of qualitative procedure.

Qualitative Methods - Internet Resources

<http://www.liv.ac.uk/lstm/QRMweb/QRM1.htm>

This web resource, primarily designed for students studying for the Qualitative Methods Module of the Master of Community Health course at Liverpool School of Tropical Medicine, aims to provide direct links to a number of websites providing information on various aspects of qualitative research.

Qualitative Methods

<http://www.sosig.ac.uk/roads/subject-listing/World-cat/qualmeth.html>

Internet Resources Listed By Type

Qualitative Methods

<http://www.socialresearchmethods.net/kb/qualmeth.htm>

There are a wide variety of methods that are common in qualitative measurement. In fact, the methods are largely limited by the imagination of the researcher. Here I discuss a few of the more common methods.

Qualitative Methods Workbook

<http://www.ship.edu/~cgboeree/qualmeth.html>

The Qualitative Methods Workbook is an "e-text" prepared for the college course Qualitative Research Methods at Shippensburg University.

The Qualitative Report

<http://www.nova.edu/ssss/QR/index.html>

An online journal dedicated to qualitative research

Qualitative Research

<http://kerlins.net/bobbi/research/qualresearch/>

Many useful resources for conducting qualitative inquiry are offered.

Qualitative Research Consultants Association

<http://www.qrca.org/>

QRCA is a not-for-profit association of consultants involved in the design and implementation of qualitative research - focus groups, in-depth interviews, in-context and observational research, and more.

Qualitative Research: descriptions

http://bmj.bmjournals.com/cgi/collection/qualitative_research_descriptions

The site lists papers related to qualitative research.

Qualitative Research Journals

<http://www.nova.edu/ssss/QR/QR1-4/wark.html>

The site includes a list of journals which have published and/or will publish qualitative research.

Qualitative Research Methods

<http://www.wilderdom.com/qualitative.html>

Information, resources, & links for qualitative research methods.

Qualitative Research Methods

<http://www.naropa.edu/faculty/johndavis/prm2/qual1.html#char>

The site includes: Characteristics of Qualitative Research, Brief Qualitative Research Strategy, Adequacy of Qualitative Research, An Example of a Qualitative Research Strategy.

Qualitative Research Resources

<http://don.ratcliff.net/qualresources/>

Collected by Don Ratcliff, Ph.D.

Qualitative Research in Information Systems

<http://www.qual.auckland.ac.nz/>

The site provides qualitative researchers in IS - and those wanting to know how to do qualitative research - with useful information on the conduct, evaluation and publication of qualitative research.

Qualitative Social Science Research Methodology

<http://faculty.ncwc.edu/toconnor/308/308lect09.htm>

An overview of qualitative research methods.

Qualitative Tools for Multimethod Research

<http://www.npi.ucla.edu/qualquant/>

Qualitative Tools for Multimethod Research is a resource developed by members of the Division of Social Psychiatry at UCLA's Neuropsychiatric Institute (NPI). As psychiatrists, psychologists, and sociologists, many researchers in the Division were trained mainly in the positivist tradition, and in the use of quantifiable social measures. Yet a fruitful cooperation has always existed between them and other researchers within the Division trained in qualitative methods. Some have desired to incorporate qualitative methods in their epidemiological or child development research and been experimenting with proposals that combine both quantitative and qualitative methods, as well as newer rigorous methods such as cluster analysis, multidimensional scaling, and content analysis.

QualPage

<http://www.qualitative-research.uga.edu/QualPage/>

Resources for Qualitative Research.

Selective Bibliography

<http://research.umbc.edu/~eckert/qualbib.htm>

It consists of General Overview, Interviewing, Group Interviewing Techniques, Observation Techniques, Data Analysis and Presentation.

Social Research Update

<http://www.soc.surrey.ac.uk/sru/index.html>

Social Research Update is published quarterly by the Department of Sociology, University of Surrey, Guildford GU7 7XH, England.

Teaching Qualitative Methods

<http://www.wcer.wisc.edu/tqm/>

The site provides an online resource center intended to support teachers in their advancement of qualitative research in any and all disciplines.

User-Friendly Handbook for Mixed Method Evaluations

<http://www.nsf.gov/pubs/1997/nsf97153/start.htm>

This is a free online guide to using a mixture of methods, i.e. using both quantitative and qualitative techniques in research. Published by the National Science Foundation's Directorate for Education and Human Resources in 1997, the handbook aims to 'provide information on qualitative techniques and discuss how they can be combined effectively with quantitative measures'. The publication is aimed at researchers and principal investigators who need 'practical rather than technically sophisticated advice about evaluation methodology'. Although the NSF supports mainly science and engineering, the principles in this handbook will also be of use to social scientists. The Handbook is divided into 4 parts: (I) Introduction to Mixed Method Evaluations (II) Overview of Qualitative Methods and Analytic Techniques; (III) Designing and Reporting Mixed Method Evaluations; and (IV) Supplementary Materials, which contains an annotated bibliography and glossary.

