What is Paranormal?

Paranormal can be defined in many ways—from encompassing any strange experience that can’t be defined by science to psychic phenomena to monsters and weird creatures and things that go bump in the night. In this book, the focus is on the most interesting and bone-chilling aspects—the ones that have kept people up all night reading for years, including:

- Ghosts and spirits—lost souls, hauntings, poltergeists, and revenging spirits
- Angels, demons, and spell casters—including necromancy and voodoo
- Monsters and creatures—vampires, zombies, werewolves and shape shifters, the New Jersey devil, the Loch Ness Monster, and more
- Unexplained phenomena—crop circles, the Bermuda Triangle and the Mystery Cloud of Gallipoli (in which an entire army disappeared), doppelgangers, and the 2012 “conspiracy,” to name just a few
- Comprehensive listings of monsters, creatures, and phenomena

ABOUT THE AUTHOR:

Nathan Robert Brown (Wichita Falls, TX) is a doctoral student of mythological studies at the University of Texas at Arlington. His academic and professional works have led him to do extensive research in the areas of world mythology, folklore, urban legends, ancient civilizations, and world religions. Brown is the author of such books as The Complete Idiot’s Guide® to World Mythology, The Complete Idiot’s Guide® to Werewolves, Fallen Angels of Vengeance, Dead Come Home and World Religions at Your Fingertips.
Opening a Thrift Store

Due to the recession, more and more shoppers are patronizing second-hand and thrift stores. According to an industry study, thrift stores experienced a 35 percent increase in sales in 2008 alone with no decrease in sight. Given continued purse tightening there is no better time to start a thrift store. While starting a thrift store requires less of a financial investment, it can be complicated.

The Complete Idiot's Guide® to Starting and Running a Thrift Store, written by two experts in the field, includes an overview of the entire process such as:

- Choosing a location
- Where to get funding
- Recruiting and managing volunteer staff
- How to sort, price and recycle donations

ABOUT THE AUTHORS:

Ravel Buckley (Placerville, CA) has worked for Snowline Hospice as a store manager for five years and was promoted to retail operations of four Snowline Hospice Thrift Stores and Processing Center. Visit snowlinehospice.org.

Carol Costa (Tucson, AZ) is a professional writer and financial journalist. Costa is the treasurer of the St. Vincent De Paul Society at her local church, which operates two large thrift stores. Her published books include: Alpha Teach Yourself Accounting in 24 Hours, (1st & 2nd Editions); Alpha Teach Yourself Bookkeeping in 24 Hours. Visit her website at carolcostaauthor.com.

Learn to Write a Business Plan

A business plan is a valuable and necessary tool for most new business owners and many existing small companies. The Complete Idiot's Guide® to Business Plans, Second Edition, helps new and existing entrepreneurs create clear, comprehensive, compelling business plans by walking them through all the decisions they'll need to make before committing a plan to paper and then helps them structure and execute plans to achieve specific business goals.

The guide includes:

- A tutorial on business writing basics for the many entrepreneurs who have a great idea for a product or service but aren’t well versed in corporate world vernacular
- Components of a business plan - how to study the market and competition, define a marketing strategy, create operations and sales plans, and put together necessary financial documents
- Advice on how to put business plans to work to obtain financing and to strategically manage businesses
- An appendix with eight sample business plan to help readers tailor their plans to their specific business types and industries

ABOUT THE AUTHORS:

Gwen Moran (Wall Township, NJ) is a prolific business and finance writer whose work has appeared in media such as Entrepreneur, Newsweek.com, USA Weekend, Strategy-Business, Crain's New York Business, and many others. In addition to writing a successful business plan that secured her own business a $38,000 Small Business Association loan, she has been a renowned small business and marketing expert for more than a decade. She holds a B.S. in advertising from Syracuse University.

Sue Johnson (Annandale, NJ) is Vice President of Continuing Education and Community Outreach at Bergen Community College in Paramus, New Jersey. Johnson is responsible for the Small Business Development Center, Grants Department, Public Relations Department among others. She has a broad range of experience in corporate finance, sales and marketing, and computer consulting, as well as owning and operating her own small business - a computer consulting company. She graduated from Seton Hall University, South Orange (Bachelor of Science, Computer Science and Accounting) and Fairleigh Dickinson University, Madison (Master of Business Administration.).
### Manage Risks for Business Success

ISBN: 9781592579587, February 2010, $19.95

Risk. It’s what business is all about. The key to success is anticipating and managing the risks that can impact business. What are the risks? How can they be evaluated? Can they be mitigated or prevented? Every business, no matter the size, must plan ahead and incorporate the elements of risk to be able to grow.

The Complete Idiot’s Guide® to Risk Management, by expert Annetta Cortez, provides the key information necessary to manage business risk successfully. In jargon-free language, Cortez shows business owners:

- The basic categories of business risk
- Specific factors that effect any particular business
- Practical risk models to plan ahead
- How to lessen the impact of risk events when they happen
- Where to profit from strategic risk taking

### ABOUT THE AUTHOR:

**Annetta Cortez** (Devon, PA) is a Managing Director at Novantas LLC. She also owns and manages her own firm ACT Consulting, which provides risk-management assessment and support, including operational-risk assessment. She has a long track record in business development, including the start-up and development of new practices and lines of business for several major consulting firms. Previously she was a principal at Oliver Wyman, a risk management specialist firm, and a senior partner at KPMG Consulting. She holds an MBA from the Wharton School of Business.

### Stable Careers

ISBN: 9781592579716, February 2010, $17.95

No one knows when the recession will end and job security will return. Is there really such a thing as job security any more, even in the best of economic times?

The Complete Idiot’s Guide® to Recession-Proof Careers shows readers how to identify professions that are naturally "recession-proof," and gives the strategies, tools, and an action plan to keep one's career on the rise regardless of the job, industry or economic conditions. People are not just looking for a safe job; they are looking for the career that will provide stability for the future. Even with the growing unemployment rate, many careers are still recession proof.

In Recession-Proof Careers, readers will find ways to:

- Identify optimal Industries and positions
- Find high-demand and niche jobs in growth mode
- Become an indispensable high performer
- Build and apply transferable skills
- Generate alternate income streams

### ABOUT THE AUTHOR:

**Jeff Cohen** (Bergen County, NJ), founder of BoldRoad.com, is the go-to source for the coaching and tools needed to own one's future -- through recession and beyond. Whether one is overworked or unemployed, an entrepreneur launching a new venture, or simply interested in generating alternate income streams, The Complete Idiot's Guide to Recession-Proof Careers will help forge a bold road to a career that works. Cohen is also the author of The Complete Idiot's Guide to Working Less, Earning More and Dating, Inc.: How to Recruit, Select, and Retain the Right Man for a Relationship. He has shared his insights widely in the media including appearances on CNN, CBS, NJN, and “Voice of America,” and through interviews with USA Today, the New York Daily News, the Denver Post, the Chicago Tribune, and the Boston Herald.
Starting a Home-Based Business

ISBN: 9781592579945, March 2010, $18.95

With a struggling economy and the unemployment rate swelling into double digits, more and more people are trying to find alternative ways to earn a living. Tight credit and the high costs associated with brick-and-mortar start-ups are driving entrepreneurs to start businesses out of their homes—on a shoestring budget. But what's the right home-grown business? What will it really cost, and how much money will it generate in a short period of time?

Small business consultant and CPA Gail Margolies Reid has been working with entrepreneurs for over 30 years and shares with the reader:

• How to decide which business is the most effective to start
• The fastest and most effective ways to get up and running
• Scores of businesses that can start generating much-needed cash quickly
• The actual costs/benefits of each low-cost startup
• Ways to get customers and market the business
• How to set up a back office, keep simple books, collect fees, and more

ABOUT THE AUTHOR:

Gail Margolies Reid (Alpharetta, GA) is a CPA and consultant who has dedicated her entire 30-year career to working with small business owners. After several years of employment in Big 4 accounting firms, she founded her own CPA firm in Atlanta, focusing on small business startups. After 21 years of practice, she successfully sold her firm to concentrate on developing her program to educate hopeful entrepreneurs and prepare them for the real world of small business. Visit her blog at lowcoststartups.wordpress.com

Tips for Writing Resumes

ISBN: 9781592579570, January 2010, $16.95

The economic downturn that began in the last quarter of 2008 continues to make finding a job more challenging than it ever has been. Many of the ways people handled their job searches no longer fill the bill. The hunt for a new job now begins online, and the ways in which resumes must be prepared are quite different today from how they were even a few years ago.

In its fifth edition, The Complete Idiot's Guide® to the Perfect Resume has kept up with resume trends and focuses on electronic era. In addition, resume samples, still the bulk of the book's content, have been completely overhauled to focus on the types of jobs people are looking for in today's market.

This updated edition includes:

• Resumes and cover letters that work best in online job searches
• A strong focus on the key words and phrases that will bring readers' resumes to the top of the HR pile
• Sample resumes for a variety of commonly faced situations, including layoffs, career changes, and employment gaps

ABOUT THE AUTHOR:

Susan Ireland (Berkeley, CA) is the owner of a consulting firm that specializes in helping job seekers keep pace with the job market. She is the author of The Complete Idiot's Guide® to the Perfect Cover Letter and the creator of Ready-Made Resumes software. She has been interviewed for national and regional television, radio, and print media.
Get Results on eBay®
ISBN: 9781592579693, January 2010, $18.95

eBay® is a high-profile, growing company that continues to attract new users. Both buyers and sellers need a comprehensive, up-to-date introduction to the site. Likewise, occasional users need a clear and convenient reference to remind them how to buy and sell with optimum results. The Complete Idiot’s Guide® to eBay®, Second Edition, serves both types of reader with this update on recent changes made to eBay®. In this revised edition, readers will find:

- Tips on how to set up an account.
- Clear, step-by-step instructions on both buying and selling.
- Advice on protecting oneself—both personal information and transactions.
- Insider information on finding and getting the best deals.
- Guidelines on making fast and profitable sales.

ABOUT THE AUTHORS:

Lissa McGrath, (Oak Harbor, WA) is an avid eBay® buyer and seller and the author of 20 Questions to Ask Before Selling on eBay, revision editor for The Complete eBay Marketing System—UK version; contributing editor for eight other eBay-related books, including The Wholesale Buying System. She has written extensively for AuctionBytes, the leading independent source for online-auction industry news and is a regular contributor to The eBay Seller’s News. McGrath has been featured on eBay Radio as an expert in her field.

Skip McGrath (Anacortes, WA) has been an eBay® PowerSeller since 1999 and is now a Top-Rated Seller. He is a registered eBay® Trading Assistant and hosts his own radio show, The Online Business Brigade, at WSRadio.com. McGrath has lectured at eBay®’s annual convention and training event, eBay® Live. In addition, McGrath runs The Auction Seller’s Resource website (skipmcgrath.com) and publishes The eBay® Seller’s News, a monthly newsletter for professional auction sellers. He is the author of nine eBay®-related books, including Titanium eBay®: A Tactical Guide to Becoming a Millionaire PowerSeller, Second Edition.

COOKING/FOOD & BEVERAGE

Vegan Options for Kids
ISBN: 9781592579785, February 2010, $14.95

Celebrities like Ellen DeGeneres and Alicia Silverstone have gone public with their vegan diets, and vegan food options in grocery stores and restaurants have gone from paltry to plentiful. But the one aspect that still draws criticism is raising children on a vegan diet. Misconceptions, conjecture, and rumors about children “starving” on a vegan diet can plague parents wishing to raise their children with this healthy lifestyle.

The truth is children can thrive on a vegan diet. But, because children have much different nutritional needs than adults do, it can be confusing for a parent to feel confident his or her child is getting all the nutrition they need. The Complete Idiot’s Guide® to Vegan Eating for Kids shows parents how they can raise a healthy, happy child on a vegan diet. Authors Dana and Drew Villamagna

- Cover all the nutritional needs for children from birth to 12 years old
- Outline how vegan foods provide the necessary nutrients
- Offer delicious recipes that appeal to children
- Includes information on teaching children how to cope in a non-vegan world

ABOUT THE AUTHORS:

Dana Villamagna, MSJ, (St. Petersburg, FL) is a health and food journalist, writing primarily about natural health and vegan/vegetarian food, including original recipe creations at her website VillaVegan.com. Her work has appeared in many local, regional, and national publications, including: Her Sports+Fitness, Mothering, The Writer, Vegetarian Times, Veg News, and Women’s Running. She writes website reviews for the nation’s leading nonprofit family media site CommonSenseMedia.org. Find her blog about vegan recipes and the vegan life at villavegan.com.

Drew Villamagna, M.D., M.Sc, (St. Petersburg, FL) is a board-certified family medicine physician in St. Petersburg, Florida. He trained at the Medical College of Virginia and the University of Wisconsin with an emphasis on integrative medicine.
**Tips for Eating on a Budget**

The Complete Idiot’s Guide® to Eating Well on a Budget is packed with strategies, tips, ideas, and over 150 recipes for those who are either new to food budgeting or have had to greatly tighten their food budgets. Eating both plentifully and nutritiously can be very tricky on a limited budget, but this book provides the answers.

In *The Complete Idiot’s Guide® to Eating Well on a Budget*, readers will find:

- Money-saving foods that provide excellent nutrition
- Menu planning, food preparation and cooking strategies
- Savvy grocery-shopping tips
- Over 150 budget-conscious recipes

**ABOUT THE AUTHORS:**


**Jessica Partridge** (Littleton, CO) lives in her native Colorado, where she has cooked and gardened personally and professionally for 15 years. She earned her BA in environmental history from the University of Colorado at Denver. Her studies continued at UCD toward a master’s degree in food history.

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**Word Challenge**


Teachers have been using word puzzles for years because they improve concentration, vocabulary and problem solving skills.

**ABOUT THE AUTHOR:**

**Matt Gaffney** (Staunton, VA) is a professional crossword puzzle constructor whose puzzles have appeared in *The New York Times*, *The Washington Post*, *Newsday*, the *Los Angeles Times*, *The Wall Street Journal*, the *Chicago Tribune*, *Slate*, and *Brill’s Content*. He is the author of *The Complete Idiot’s Guide® to Word Search Puzzles* among other puzzle books.
What is the Glycemic Index?

Some elements of a good low-carb program are worth paying attention to—specifically, the idea of controlling insulin, since it affects how we store fat. As our bodies become more resistant to insulin, we find that the best way to lose weight is to watch our glycemic load, measured by the glycemic index rating of each food. Glycemic index diets let you eat more of the right kinds of foods— including more complex carbohydrates, fiber, grains, and even fruit.

The Complete Idiot’s Guide® to Glycemic Index Weight Loss, Second Edition, provides readers a solid foundation for understanding just how and why a glycemic index diet works. In this fully updated and expanded edition, readers will learn everything they need to know about:

- The basics of body chemistry, metabolism, and insulin
- Planning and beginning a weight loss program
- Information on supplements, exercise, emotional eating, and sample meal plans
- A full appendix with glycemic index counts and loads
- Recipes for delicious low-glycemic breakfasts, lunches, dinners, and snacks.
- The new study on eating certain foods cold—and why that makes a big difference

ABOUT THE AUTHORS:


Joan Clark-Warner, M.S., R.D., C.D.E. (Salt Lake City, UT) is a registered clinical dietitian and certified diabetes educator at the University of Utah Hospital and Clinics. She is a frequent speaker for several organizations and community events.

Understanding Hormone Supplements

Estrogen is one of the secrets to healthy aging. Wise use of estrogen can lower a woman’s risk of colon cancer, osteoporosis, hip fractures, heart disease, and dementia, yet fewer than 17 percent of American women for whom hormone supplements are appropriate actually take them.

Bioidentical hormones are hormones created from plant molecules identical to those found in the human body. These new hormones, manufactured to the highest pharmaceutical standards, broaden the options, providing women with another resource to meet the needs of aging with increased safety when used intelligently. The Pocket Idiot’s Guide™ to Bioidentical Hormones provides the evidence on what is safe and what is not and presents a wide range of options for supplementing hormones, within an easy-to-answer discussion of Hormone Replacement Therapy in general. Completely objective, the book answers all the questions and coverage includes:

- The case for hormones—bioidentical or otherwise
- The safety issue—which bioidenticals hormones work, which don’t really help much, and which may be harmful
- Bioidentical hormones beneficial effect on the heart, bones, and brain
- Creating an individualized health plan—which hormones, in what combination—how much and how often

ABOUT THE AUTHORS:

Ricki Pollycove, M.D., MS, (San Francisco, CA) is a board-certified OB/GYN, practicing gynecology and specializing in menopause, women's wellness, breast health, disease prevention, infertility, and integrative medicine for women. She has served as chief of gynecology at California Pacific Medical Center hospital and is a clinical faculty member of UCSF School of Medicine, teaches at the California Institute of Integral Studies, and has taught at the University of Arizona School of Medicine. Visit her web site at drricki.com.

Nancy Faass MSW, MPH, (San Francisco, CA) is co-author of 10 books on health and medicine. She holds a public health degree from UC Berkeley and is founder and director of The Writers’ Group, a co-op that provides writing and project development for authors. Faass also serves as a health coach and is founder of MyPrivateHealthCoach.com.
Home Buying Made Easy

For most people, buying a home is the single-most important financial move of their life. So it only makes sense to have all the pertinent information at hand before plunging into what’s often a difficult, complicated, and frustrating process—which is even more challenging for first-time buyers.

In *The Complete Idiot’s Guide® to Buying a Home* comes experienced writer and real-estate professional, Peter Richmond, addresses all the issues that can—and often do—occur during the home-buying process. He provides readers with the information they need to make informed decisions. Key topics include:

- Evaluating the market and understanding what is affordable
- Deciding what factors are essential in determining the type of home to purchase
- Simple and accurate ways to investigate neighborhoods using online databases, newspapers, and more
- Advice on working with real estate professionals—and when to go it alone
- Up-to-date coverage on the rising popularity of home-buying auctions and how to make them work
- The ins and outs of budgeting, the mortgage application process, and preparing for closing
- Information on what to inspect and what to assess in a home prior to the closing

ABOUT THE AUTHOR:

**Peter Richmond** (Mill Valley, CA) has more than sixteen years experience in the real estate industry and is a partner in his real estate firm, The Richmonds—Peter & Jane. He has written a regular bylined column for the nationally circulated magazine, *REO Monthly*, writes blogs on real estate and foreclosures, and has recently authored his third book, *The Unofficial Guide to Flipping Properties*.

Successful Home Sale

The U.S. real estate market has been a fixture in the headlines ever since the economy took its down-turn. American homeowners who are now selling (or thinking of selling) face a stressful process. They worry about getting a fair price, or about getting any offers at all. But, it’s a myth that their homes won’t sell. They can—and for a strong price. *The Complete Idiot’s Guide® to Selling Your Home* shows homeowners exactly how to sell a home quickly—and for more money than a similar property right down the street. The guide presents a strong point-of-view and a proven philosophy of selling that works every time and in any type of market.

The philosophy behind *The Complete Idiot’s Guide® to Selling Your Home* is based on such principles as The Three Cycles of Buyers, the acronym S.A.L.E., and deep insight to the psyche of buyers - how they think, behave and how to target the best and most motivated among them. The book also offers critical step-by-step strategies that, when used together, will have a dramatic impact on raising the sale price, such as:

- Renovations that make money with the sell
- Staging to increase profit
- Strategic pricing
- Evaluating the ‘whole’ offer
- Relocations and estate sales
- Flipping homes
- Selling income producing properties
- Whether or not to sell FSBO (For Sale by Owner)

ABOUT THE AUTHORS:

**Katie Severance** and **Nancy Gentile** (Montclair, N.J.) have successfully sold over $100 million of real estate in both rising and falling markets. Gentile and Severance have appeared on two seasons of the HGTV hit reality television series, *Bought and Sold*. They are currently active Realtors at RE/MAX Village Square in Upper Montclair, N.J.
Grow Fresh Produce All Year


Most people in temperate zones think of gardening as a seasonal endeavor, but there is a way to stretch the planting season and harvest fresh produce year-round. In *The Complete Idiot's Guide® to Year-Round Gardening*, authors Delilah Smittle and Sheri Ann Richerson takes the reader through every step of both covered outdoor and indoor gardening, including:

- Seeds, soil, compost, equipment, and fertilizers
- All types of covers and greenhouses, even gardening and harvesting in cellars during the winter months
- Ornamental greenhouse gardening and charts listing common plants to grow under cover and their requirements for planting, soil temperature, light, soil ingredients, fertilization needs, soil pH, etc.

Whether it is onions in summer, lettuce in winter or orchids any time, *The Complete Idiot's Guide® to Year-Round Gardening* is the perfect companion to sow a perennial harvest.

ABOUT THE AUTHOR:

**Delilah Smittle** (Center Valley, PA) is a full-time editor and writer specializing in gardening and hobbies. She has been a senior editor at several national and international garden-book publishers and has edited and written articles for *Flower and Garden, Fine Gardening, Organic Gardening, Old House Journal*, and other magazines.

**Sheri Ann Richerson** (Marion, IN) is an avid gardener known for growing unique and unusual plants. Richerson is the Region III Representative for Plant-A-Row for the hungry, and a member of the Garden Writers Association. Her published works include *Perspective Visions: Enigmatic Masterpieces*; *101 English Garden Tips* and an Amazon Short, *Magical Gardens*. Richerson also gardens year-round. Visit her at Experimentalhomesteader.com.

Making Music


As more and more schools eliminate music programs, private music teachers are becoming the main source to learn an instrument. Long seen as a “hobby” profession, teaching music lessons has now taken its place as one of the most successful self-employment careers. Being a successful music teacher is not just about being a musician – one must be a business person, psychologist, and marketer, as well as a teacher. *The Complete Idiot's Guide® to Teaching Music on Your Own* gives prospective teachers (and existing ones) all of the information they need to start and run a profitable, respected studio. This comprehensive guide covers every aspect of running a music lesson studio, including:

- Setting up a studio
- Advertising and marketing
- Scheduling and cancellation policies
- Contracts for students and parents
- Group lessons and recitals
- Fee schedules and basic pricing principles
- Creating a curriculum
- Student relations (working with students and parents, special needs children, etc.)
- Modern pedagogy (using computer games and programs in the studio)
- Insurance and tax information

ABOUT THE AUTHOR:

**Karen Berger** (South Egremont, MA) is an author and performer, and teaches classical, jazz, and pop/rock piano in her home studio in Berkshire County, Massachusetts. She formally served on the piano faculty of the Berkshire School of Music, teaching group and private piano, and writes about music for a wide variety of magazines and newspapers. She was formerly an editor at the *Instrumentalist, Clavier*, and *Accent on Music* magazines. She holds a degree in music from Northwestern University and is the author of 13 other books, including *The Pocket Idiot’s Guide™ to Piano Chords*.
Play like a Rock Star

The Complete Idiot's Guide® to Playing Rock Guitar is for the beginning guitarist who, without any prior knowledge or experience, wants to get up to speed quickly playing rock music. This beginner's book cuts out the beginning exercises that do not pertain to rock, and couches all the learning and exercises in the rock genre. The guide includes:

- Essential right-hand and Left-hand techniques, and how they work together
- Music scales and chord charts
- Advice on making harmony with other players in a band
- Tips on buying a guitar and other accessories

The accompanying audio CD is packed with more than 70 professionally recorded play-along tracks to teach the reader all the techniques, sounds, tricks, modes, styles, and gadgets that make for all the varieties of rock music.

ABOUT THE AUTHOR:

David Hodge (South Egremont, MA) has been teaching guitar and music for more than twenty years. In addition to his private students, he leads adult classes for the Berkshire Community College in Great Barrington, MA and he also serves on the faculty of the Berkshire Music School in Pittsfield, MA. Hodge has contributed lessons for both Acoustic Guitar and Play Guitar! magazines. He is the lead editor and senior writer for Guitar Noise ( guitarnoise.com), and his online lessons have been read by more than two million readers from over a hundred and thirty countries all around the world. Hodge is the author of The Complete Idiot's Guide® to Playing Bass Guitar; and his next book, a totally new The Complete Idiot's Guide® to Guitar, will be out in October 2010.

PERSONAL FINANCE

Bankruptcy – What it Means

According to CNN, the average percentage of personal bankruptcies has soared to over 10 percent nationwide and the trend doesn't seem to be slowing. The process for filing for bankruptcy is more complicated and offers less protection than ever before. The Complete Idiot's Guide® to Personal Bankruptcy, written by business journalist and bankruptcy expert Lita Epstein, offers the reader a comprehensive, current handbook with information about:

- All chapters of personal bankruptcy
- The pertinent chapters of commercial bankruptcy that could impact individuals
- A detailed explanation of filing procedures
- How to investigate alternatives to bankruptcy
- Practical advice about each stage of the process

ABOUT THE AUTHOR:

Learn to Invest in Stocks

ISBN: 9781592579952, February 2010, $10.95

Currently, 45 million Americans invest in stock. They often lose money in today's volatile trading cycles and pay broker fees for the privilege. More and more investors are ready to take control of their own portfolio decision making. They join the growing number of home investors opening Direct Stock Purchase (DSP) accounts or Dividend Reinvestment Plans (DRIPs), so they can sell stock direct without paying a commission. Written by investment guru Douglas Gerlach, and business journalist Lita Epstein, The Pocket Idiot's Guide™ to Direct Stock Investing shows investors how quick, easy, affordable, and profitable stock investment can be. Readers learn how to:

- Get started in stock investing with as little as $10 per week or month
- Avoid paying commissions to a stock broker
- Go from purchasing that first share of stock to managing a direct stock portfolio
- Identify pitfalls to direct stock investing

ABOUT THE AUTHORS:

Douglas Gerlach (Farmington, CT) has spoken at events from Honolulu to Berlin, for such organizations as the National Education Association, National Investor Relations Institute, and Charles Schwab, as well as at personal finance conferences organized by CNBC, Boston Globe, Baltimore Sun, Fort Lauderdale Sun-Sentinel, Morningstar, Better Investing, and Oregon Public Broadcasting. In addition, Gerlach has been a guest on countless radio and television programs, including CNNfn's Digital Jam, Yahoo! FinanceVision, and the Wall Street Journal Report. Currently, Doug is president of ICLUBcentral Inc., and the founder of StockCentral.com. He is also editor-in-chief of the Investor Advisory Service. See more at dripcentral.com.


How to Prepare for an Audit

ISBN: 9781592579648, March 2010, $9.95

Being audited can be a stressful ordeal. Some people may be able to get the advice of an accountant or tax attorney, but the nearly 75% of people audited each year make less than $50,000 per year and cannot afford to hire a specialist. For them, having the right information to navigate an audit is essential.

The Complete Idiot's Guide® to Surviving an Audit presents all of the information a taxpayer needs to get through an audit and to ensure their experience does not result in penalty fees and unnecessary fines. Tax expert Alan Friedfeld explains every step of the process, including:

- Why an individual return is chosen for IRS review
- Taxpayer rights
- The difference between a field audit and an office audit
- What to bring to an audit and how to prepare
- What the auditor will bring and how he will prepare
- Negotiating with the auditor
- Challenging/appealing the audit
- Tax court – when to go, when not to go
- How to prevent another audit

ABOUT THE AUTHORS:

Alan Friedfeld (Monroe, NY) has owned and operated his own successful income tax, bookkeeping, and payroll consulting practice for the past 30 years. During this time, he has seen his share of corporate and individual audits and guided his clients to successful results. In addition, Friedfeld has served as a consultant to a New York-based CPA firm, accounts payable administrator for a multimillion-dollar corporation, and manager of Unemployment, Welfare and Employment Services for the New York State Department of Labor.

Rich Mintzer (Mount Kisco, NY) is the author of more than 60 nonfiction books on a wide range of subjects, including several in the financial realm. Coming from a family of accountants, including his wife, father, sister, and brother-in-law, Mintzer has also picked up his fair share of tax knowledge over the years.
What is Fair Tax?

Thanks to Presidential candidate, Mike Huckabee, the Tea Party movement, and an American public fed up with a broken income tax system, FairTax has become one of the hottest tax reform topics in decades. With nearly one million supporters participating in grassroots movements across the nation, there’s no doubt that the FairTax is a tax reform proposal that America is destined to wrestle with. Still, the vast majority of Americans feel as if there's not enough unbiased information to form a solid opinion on abandoning the current income tax system in favor of a 23% national sales tax.

The Pocket Idiot’s Guide™ to the FairTax seeks to inform readers. In this book, readers get honest answers to all of the questions they have about the FairTax, and to others they may not have thought to ask, including:

- What the FairTax is and how it is calculated
- Comparisons with other tax systems
- Economic and political effects of the FairTax
- Common misconceptions
- What supporters and opponents have to say
- Moral and Constitutional issues associated with the FairTax

ABOUT THE AUTHOR:

Ken Clark, CFP (Little Rock, AR) is the author of The Complete Idiot's Guide® to Getting Out of Debt and The Complete Idiot's Guide® to Boosting Your Financial IQ. He has been giving financial advice to individuals, families, and organizations for more than a decade. After graduating from Pepperdine University, Clark worked as a wealth manager for UBS, co-managing over $100,000,000 in client assets. He later pursued a graduate degree in Counseling Psychology and is considered an expert on the overlap of psychology and personal finances. He is also the College Savings guide at About.com, writes regularly for Investopedia.com, and founded FinancialBootCamp.org to provide free financial counseling to military personnel.

SELF HELP/PSYCHOLOGY

Reduce Stress—Get Organized

Today’s fast-paced society has become increasingly complex. The everyday difficulties of navigating through life have been further complicated by economic woes. It’s crucial to find ways to increase productivity and simplify life at home and at work. The best way to maintain control is to get organized.

In the fifth edition of The Complete Idiot's Guide® to Organizing Your Life Georgene Lockwood shows readers:

- How being organized helps one get through stressful times
- Gives a secure platform to face life’s challenges, and ultimately helps to live a happier, more peaceful life
- Green aspects of organizing, - getting organized in the electronic age and new products to get organized
- Up-to-date information, including new resources, for people with clutter disorders

ABOUT THE AUTHOR:

Georgene Lockwood (Prescott, AZ), a self-confessed paper-holic, understands firsthand the challenges of getting and keeping organized. She has spent years researching the psychology underlying organization challenges and has gone through her own struggle to learn the skills and adopt new habits in order to create a more peaceful, harmonious life. She has written on a variety of topics in her 30-year career, including beading, simple living, Victorian weddings, and auto racing.