

As you progress through the graduate program at the International Institute for Restorative Practices, you may find that you need to brush up on some basic skills required to complete course work. The following resources are available online.

Some of these services are free; others charge fees. Check the websites for details.

## Online Tutoring Services – All Fields

[Tutor.com](#) 24/7 access to tutors in mathematics, writing skills and other subjects. Includes proofreading services.

[Chegg Tutors](#) Tutors online offering help in mathematics, writing, computer skills, writing, and English as a second language.

[Happy Tutors](#) “Request a Tutor” enables search for help with graduate-level reading, writing, proofreading, editing and other subjects. Tutor search is free; rates for individual tutors vary.

[SmartThinking](#) provides offers online tutoring 24 hours a day in subjects including writing and grammar.

## Computer Literacy / Technology Skills

[Alison Digital Literacy & IT Skills](#) contains online learning modules on technology topics ranging from beginner to advanced. Includes basic computer skills, Microsoft Office Suite, Google apps, study skills and more. Students can work through courses at their own pace and track progress.

[Lynda.com](#) provides short online courses on many technology and business skills topics, including computer and mobile device skills, basic apps (word processing, email, spreadsheets), videography/multimedia production, e-learning platforms (including Moodle), and more. Audience levels range from beginners to professionals. Free previews of many courses are available. *Note:* While this is a subscription service, many local library systems offer access for

free; check with your local community library for details. [LinkedIn](#) offers members access to Lynda.com.

**GCF LearnFree®** offers easy-to-follow online lessons in the basics of computers, online technology and digital devices: e-mail, operating systems, mouse/keyboard skills, word processing and other applications, Internet navigation, social media, Cloud computing, etc.

**Microsoft Office Training Center** provides video tutorials for current and older versions of Office products: Office 365, Word, PowerPoint, Excel and more. [See the latest version here.](#)

**Locally-based help:** In many areas, high/secondary schools, community colleges and libraries offer adult-education classes in computer literacy topics. Contact your local library for details on services available near you.

## Academic Writing

### **APA reference & writing style**

American Psychological Association. APA style blog [Web blog]. Retrieved from <http://blog.apastyle.org>

APA experts discuss elusive, unusual and tricky style and formatting topics for almost every imaginable situation in this searchable blog. Readers can submit their own comments and questions.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.

"The Blue Book" – The definitive source on APA style; essential for students and scholars in the social sciences. Available in print and Kindle editions. [www.apastyle.org/manual/](http://www.apastyle.org/manual/)

Houghton, P. M, & Houghton, T. J. (2009). APA: The easy way! (2<sup>nd</sup> ed.). Flint, MI: Baker College.

Concise handbook which illustrates common APA format examples. [Order from Amazon.](#)

International Institute for Restorative Practices. IIRP writing and APA style guidelines. Retrieved from [www.iirp.edu/pdf/IIRP-APA-Guidelines.pdf](http://www.iirp.edu/pdf/IIRP-APA-Guidelines.pdf)

Basic APA formatting guidance, tailored to restorative practices literature. Also covers IIRP Graduate School-specific norms on file naming.

Purdue University Online Writing Lab (OWL). APA style. Retrieved from <https://owl.english.purdue.edu/owl/section/2/10/>

Extensive, detailed information on APA writing conventions, plus instructions and examples for formatting references and citations, charts and figures, paper layout and much more. Continually updated.

### ***Academic writing – General***

[Academic Writing Skills](#) collects advice from American college and university websites on gauging your audience, reading research literature closely, organizing your writing project and avoiding plagiarism.

[Purdue University Online Writing Lab \(OWL\). Academic writing](#) covers a wide variety of topics including modes of discourse, rhetoric, logic, essay types, paragraph construction, sentence variety, appropriate language, active/passive voice, email etiquette, etc.

## Editing & Proofreading

[Editors for Students](#) offers an online tutorial service that assists with editing, proofreading, formatting, as well as help with theses and dissertations.

[GraduateWriter](#) provides editing and proofreading for many document types, including essays, research reports, capstones/theses, proposals, case studies, etc.

[F. J. Hill, Letterwright](#) Personalized editing & formatting services for research papers, theses and dissertations from a professional writer.  
Telephone: 1-610-746-4163; email: [fern@fernjhill.com](mailto:fern@fernjhill.com) or [fjhill125m@msn.com](mailto:fjhill125m@msn.com)

## Mathematics & Statistics

[Math Foundation](#) offers interactive online tutorials and assessments in basic mathematics and arithmetic concepts, including statistics.

[SmartThinking](#) provides offers online tutoring 24 hours a day in subjects including mathematics, statistics and economics.

## English as a Second Language

[ESL Tutor](#) connects users with tutors for business English, grammar, reading, writing, conversation and other purposes.

[Verbling.com](#) lets you search for tutors by language spoken, times available, price range and other criteria.

**Note:** *Costs, services, content, and availability of tutors and fee-based websites may vary considerably. The IIRP is neither affiliated with these services nor is responsible for their content, and makes no guarantees about them. This information is provided solely for your information and convenience. You are responsible for the quality and accuracy of all coursework you submit to the IIRP Graduate School.*