



## Coaching Manuscript Guidelines

**PHONE**  
(323) 201-1601

**EMAIL**  
[lawritersgroup@gmail.com](mailto:lawritersgroup@gmail.com)

**WEB**  
[www.lawritersgroup.com](http://www.lawritersgroup.com)

**ATTN:**  
Nicole Criona

## **Scheduling Appointments**

Mahogany Plan, schedule appointments here: [Calendly Link](#)

Candelabra Plan, schedule appointments here: [Google Scheduler Link](#)

Please schedule each appointment online. If you would like a recurring appointment time at the same time each week, please get in touch with me, as I must schedule those manually.

It's okay to schedule an appointment even if you have no pages to submit.

## **Cancelations and Rescheduling**

You may reschedule your appointment anytime by clicking on your confirmation email from Calendly. I do not charge cancelation fees nor have a 24-hour cancelation policy.

If you need to reschedule, go to the confirmation email you received when you scheduled your appointment and follow the prompts. You can schedule appointments as far in advance as you'd like.

## **In-Person Meetings**

I no longer offer in-person meetings. Meeting online via Zoom or phone has proved to be a much better and more convenient option.

## **How to Meet Online**

If we are meeting online, from any Mac, PC, Tablet, or video-enabled phone, click on this link:

Join Zoom Meeting Here:

[https://us02web.zoom.us/j/4113049171?  
pwd=VmpSRllwa3ZvazdQZVhLeUZyWXP5QT09](https://us02web.zoom.us/j/4113049171?pwd=VmpSRllwa3ZvazdQZVhLeUZyWXP5QT09)

Meeting ID: 411 304 9171

Password: 604316



## Developmental Editing & Coaching for Writers

**OFFICE**  
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**PHONE**  
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This link will be the same for all online meetings. Please be in a quiet place and use headphones w/mic if possible (your iPhone earbuds would work fine). Headphones are not required but are helpful.

### **Group Coaching Meetings**

The link for these meetings is the same as above.

<https://zoom.us/j/4113049171> the password is 604316

For meeting dates, please check the calendar here:

<https://www.lawritersgroup.com/first-draft-incubator-calendar/>

### **Submissions:**

**Submission Deadline:** All submissions must be sent on the Sunday before your appointment to [ncriona@gmail.com](mailto:ncriona@gmail.com) or [lawritersgroup@gmail.com](mailto:lawritersgroup@gmail.com).

For subsequent sessions, submit up to 10 pages per 30-minute session or 20 pages per 60-minute session, formatted as follows:

- Please include your name, the story title (if applicable), and the chapter number (if applicable) in the filename.
- Use proper manuscript format:
  - 12-point font
  - Double-spaced lines
  - One-inch margins
  - Indent your paragraphs
  - Indicate a scene break with a pound sign (#) centered on a blank line between scenes (if you don't know what this means, I will show you).



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- Please format dialogue properly - A new indented paragraph each time a new character speaks.
- Please send the manuscript to [ncriona@gmail.com](mailto:ncriona@gmail.com) in either Microsoft Word or Apple Pages format. Do not send PDFs. Google Docs are okay but not preferred.

Additional hourly charges will apply if you submit more than ten properly-formatted pages per 30-minute session. Please check with me before you submit more than ten pages per session so you don't receive a surprise invoice.

### **What to Expect:**

Please refrain from expecting communication between sessions about my reading and commenting progress.

Please trust my process and have faith that I am reading and will be prepared for your session.

If you need to reach out between sessions, please email [ncriona@gmail.com](mailto:ncriona@gmail.com) or text (323) 201-1601, but please do not abuse this as I am often in session with clients or reading client work.

If you find yourself stuck and not writing, please do reach out. I'd rather you reach out and get back on track instead of avoiding writing.

Sending your work to someone to read and critique can be nerve-racking. Please rest assured that my job is to help you improve your story by giving you the tools to write the best story you can as you envision it.

I'm looking forward to working with you and to reading your story.

Congratulations on deciding to move forward!

Nicole Criona