The Legal 500 Asia Pacific 2019

Referees explained

Firms should provide as many referees as possible per team, per practice area. There is no limit and we will contact all referees (with an email address). Providing referees is not compulsory, and a firm will not be excluded from a ranking on the basis that referees have not been provided. However feedback – from clients, introducers/referrers of work, and counsel – is an essential element of the information considered by the editorial researchers in assessing rankings and writing accompanying editorial.

Referee spreadsheets

All referees should be provided in spreadsheets in the prescribed form.
At **legal500.com/assets/pages/about-us/get-involved.html**, you will find dedicated editorial submission guidelines and a dedicated referee spreadsheet.

Completing the spreadsheet

Some of the information requested in the spreadsheet is compulsory, while other information is optional.

REFEREE TITLE (MR, MRS): optional

REFEREE FIRST NAME: compulsory

REFEREE SURNAME: compulsory

REFEREE JOB TITLE: optional, although it allows us to tailor our distribution

REFEREE COMPANY NAME: compulsory

REFEREE COMPANY – INDUSTRY/SECTOR: optional, although when The Legal 500 Asia Pacific is launched, where possible we would like to inform referees of the editorial and rankings, tailored to their industry

We send out many complimentary copies of the book to referees. For a chance for your referees to receive a copy of the book, please supply accurate postal address details

REFEREE ADDRESS – LINE 1: optional

REFEREE ADDRESS – LINE 2: optional

REFEREE ADDRESS – CITY/TOWN: optional

REFEREE ADDRESS – POSTCODE: optional

REFEREE ADDRESS – COUNTRY: optional

REFEREE EMAIL ADDRESS: compulsory. We will only contact referees where an initial email address for us to contact is provided

REFEREE TELEPHONE NUMBER: optional

LEGAL 500 PRACTICE AREA: compulsory. We ask referees about each specific practice, rather than the firm. The practice areas are embedded into the spreadsheet (and are also listed in the relevant editorial guidelines). Please enter them in the spreadsheet exactly as we have written them, by selecting from the drop-down box

LAW FIRM NAME: compulsory

LEGAL 500 REGION: compulsory. As with the Legal 500 Practice Area column, the regions are embedded in the document, and must be selected from the drop-down box

Points to note

Please do not provide referees in any format other than the template spreadsheet. If you do, we may not be able to process the spreadsheet, and your referees may not be contacted.

Please do not delete ANY of the columns. If you do, we may not be able to process the spreadsheet, and your referees may not be contacted.

Please do not insert ANY information (for example headings or explanatory notes) that is not asked for.

Please do not fill out the spreadsheet in capital letters.

What happens next?

The data contained in spreadsheets is extracted and used to generate an automatic email from the relevant researcher to the referee.

We sent 300,000 referee emails in the course of our research in 2017, and we are expecting to handle a greater number in 2018. We will be sending out referee emails shortly after the editorial submission deadlines.

Frequently asked questions

Q. What happens if we miss the referee deadline?

A. Any referees received between 19 May 2018 and 1 June 2018 will be contacted only if that individual has not already been submitted in a spreadsheet sent by any other firm before or on the deadline date of 18 May 2018. Any referees submitted after 1 June 2018 will not be contacted.

Q. We would like to include a client who instructs our real estate, corporate/M&A and tax practices. How do we fill in the spreadsheet?

A. Add the client three times. Our extraction process allows us to deduplicate, by firm.

Q. How does your deduplication system work?

A. If the same referee is included by the same firm for three or more practice areas, the referee will receive an email from our client research manager, to check that they are prepared to receive multiple emails in relation to specified areas, and offering them the alternative of replying with information relating to those areas for the client research manager to distribute as relevant.

We do not deduplicate referees jurisdiction against jurisdiction. We cannot guarantee to deduplicate spreadsheets sent after the deadline.

Q. What questions do you ask clients?

A.
1) How long have you used the firm in this area, and on what type/value of work do you instruct it?

2) How would you assess the overall level of service? (Factors may include response times, business acumen/industry knowledge, appropriateness of advice, strength-in-depth of team, and value for money).

3) Which partners would you single out as being particularly good? What do you see as their strengths and qualities?

4) Which associates or lawyers at pre-partner level would you single out as being particularly good? What do you see as their strengths and qualities?

5) How does the firm compare to any others of which you have experience in this area? Would you recommend any other firms/lawyers?

6) Do you have any other comments?

Q. Can you copy the firm in on emails?
A. No. The referee process is confidential.

Q. Can you contact us before you contact the referees?
A. No. Please only include referees in the spreadsheet whom we are authorised to contact.

Q. I've made a mistake, can I submit an amended spreadsheet?
A. If you submit an amended spreadsheet, referees included on both may be contacted twice, depending on the timing. Rather than resubmitting, you should contact Stephanie Ezimako in the first instance, email stephanie.ezimako@legal500.com, tel +44 20 7396 5682

Q. How should I name the spreadsheet?
A. Spreadsheets should be named:

Asia_[Country]_[Firm name]_[Business Practice Area].xls

Q. How do I contact the Legal 500 if I have questions?
A. Please contact us at editorial@legal500.com, or email Stephanie Ezimako, stephanie.ezimako@legal500.com, tel +44 20 7396 5682.