The Legal 500 Caribbean

Bermuda

Editorial submission guidelines

We will soon be starting research for the 2018 edition of *The Legal 500 Caribbean*, which is published online, and invite you to provide us with editorial submissions along the attached guidelines.

Submissions should reach us no later than **Friday 16 June 2017**.

I would remind you that firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for entries) should be addressed to **Darren Clarke**, email darren.clarke@legal500.com.

If you have any queries, please email the address below.

Yours sincerely

Jonathan Armstrong
editorial@legal500.com

2018

The LEGAL 500 CARIBBEAN

Bermuda
Editorial submission guidelines

TIMETABLE

Submissions should reach us no later than Friday 16 June 2017

Follow-up research will be conducted by telephone interview between 26 June and 11 August 2017

2018

Submissions by practice area

Submissions should include the following information:

1) Client referees – provided in separate Excel document
2) Introductory bullet points
3) Feedback about previous edition or market
4) Contact details
5) Team information
6) Next generation lawyers
7) Detailed work highlights – ten examples
8) List of active clients

Detailed submission guidelines and the full list of practice areas follow

References

Please provide, in a separate spreadsheet, details of referees whom we can contact for feedback.

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Confidentiality

All information provided to us may be published by all The Legal 500 and Legalease Ltd products, unless it is marked as confidential. Please identify clearly any confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold red and upper case. Please use red typeface for all of the confidential information.

Please avoid putting global confidentiality restrictions at the front of submissions. Please also try to be as clear as possible about what exactly is confidential; is it the case as a whole, the name of the client, or the issue/value at stake?

Sending submissions and referee spreadsheets

Emailing submissions

- Each submission should be emailed to **editorial@legal500.com**
- Please mark the subject line as follows:

  [Country name]/[firm name]

  eg **Bermuda/Smith & Jones LLP**
- Hard copy submissions are no longer required, please do not send any

Emailing referee spreadsheets

- All referee spreadsheets should be emailed, to **editorial@legal500.com**

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Detailed submission guidelines

For each individual practice area, please provide the following:

Introductory bullet points

Brief bullet points introducing key points about your practice. For example, mention hires and departures, tell us what you are best known for, point out a very significant case or deal. Avoid lengthy paragraphs and avoid unsubstantiated claims

Feedback on the 2017 edition

Do you agree with the ratings the practice received in the editorial and ranking of the 2017 edition? Law firms are encouraged to provide brief feedback, including advising as to a suggested ranking for the forthcoming edition, based on evidence. (Please bear in mind that firms are ranked alphabetically within tiers)

Contact details

Please provide contact details for the person we should contact to arrange to follow up on the submission, ie contact name, position, email address and telephone number

NEW: Next generation lawyers

The rankings in The Legal 500 focus on the bench strength of the teams within law firms. Currently we highlight partners in the leading individuals lists and within the editorial. Responding to feedback from GCs, who regularly assess the quality of the associates before they look at the partners – or simply look to the team as a whole – going forward we will be including a list of the Caribbean's leading 'next generation' of associates. We encourage firms to include information about senior associates and counsel in the submission whom they feel make a material difference to the practice's offering, and who have a strong case to be recognised by The Legal 500. This should include client referees and it should include credit given in the detailed work highlights.

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Team information

Please avoid extensive biographies. The information required is as follows:

- Head of team (including job title, email address, and telephone number)
- Partners who spend more than 50% of their time working in the practice area
- Number of other partners in the team
- Number of associates/assistants in team
- Leading individuals in team, including a brief profile (indicating, for example, level of experience and focus of practice)
- Significant recent arrivals and departures
- Office location of all individuals named

Referees (separate document)

Please provide a list of referees we can contact for feedback. All referees will be contacted by email. The list should preferably contain both longstanding referees and more recent client gains. Some junior referees can be more responsive than senior figures. 10-20 referees per practice area is a good guideline, if possible. You may provide as many referees as you wish – we will contact all referees that are submitted on time. Late client referees will not be contacted

Referees MUST be provided by 16 June 2017 in a separate document – please use the client referee template at: legal500.com/assets/pages/about-us/get-involved.html

Detailed work highlights

(All work referred to should fall between 01/06/2016 and 31/05/2017)
Please provide details of up to ten transactions, cases or other instructions only. These should be matters which the firm considers to be significant and which indicate the team's range of recent expertise. Try to reflect the breadth of the law firm's experience, not simply the biggest mandates. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention

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start/end dates. Please identify the client. You are also encouraged to elaborate briefly in order to put each transaction/case/instruction in context, rather than simply listing the matter in question. At least one matter should be cleared for publication

Tip: If submitting in an area for the first time, it is recommended that you include several examples from the previous two years, as well as ten new examples of work.

Active clients

Providing a list of active key clients or panel appointments is a quick way to convey much useful information. **Identify new clients and indicate length of longstanding client relationships**

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Bermuda
Business Practice Areas

DEADLINE: Friday 16 June 2017

Bermuda

- Banking, finance and capital markets – **NEW**
- Corporate and commercial
- Dispute resolution
- Insurance/reinsurance
- Real estate – **NEW**
- Trusts/private client