The LEGAL 500 EUROPE MIDDLE EAST & AFRICA

2018

EDITORIAL SUBMISSION REQUEST

We will soon be starting research for the 2018 edition of *The Legal 500 EMEA*, and invite you to provide us with editorial submissions according to the attached guidelines.

Client referees should reach us no later than **Friday 4 August 2017**. Referees arriving between 5 and 18 August 2017 will be accepted if the client has not been submitted by another party. No referee will be accepted after 18 August 2017.

Submissions should reach us no later than **Monday 14 August 2017**.

The following guidelines will help you to prepare a submission. There is no set template.

Law firms appear in the editorial sections of *The Legal 500* free of charge. Any queries regarding directory listings (ie paid-for advertising entries) should be addressed to our head of EMEA directory sales, **Henry Galezowski** (email henry.galezowski@legalease.co.uk). Information regarding directory listings will be circulated in September 2017.

If you have any queries, please email the address below, although you may first wish to check the Frequently Asked Questions PDF at: **legal500.com/assets/pages/about-us/get-involved.html**.

Yours sincerely

Jonathan Armstrong
Editor, The Legal 500 EMEA
editorial@legal500.com

Ella Marshall
Editor, The Legal 500 EMEA
editorial@legal500.com

Daniela Tiedt
Editor, The Legal 500 EMEA
editorial@legal500.com

TIMETABLE

Client referees should reach us no later than Friday 4 August 2017

Editorial submissions should reach us no later than Monday 14 August 2017

Follow-up research will be conducted by telephone interviews between 4 September and early to mid-October 2017 (depending on country)

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 4 September 2017 at **legal500.com/assets/pages/about-us/get-involved.html**

2018

Submissions by practice area

The editorial of *The Legal 500* is structured by practice area. Submissions should include the following information in order:

1) Client referees – provided in a 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

9) Appendix

TIMETABLE

Client referees should reach us no later than Friday 4 August 2017

Editorial submissions should reach us no later than Monday 14 August 2017

Follow-up research will be conducted by telephone interviews between 4 September and early to mid-October 2017 (depending on country)

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 4 September 2017 at **legal500.com/assets/pages/about-us/get-involved.html**

2018

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

- Please email your submission to **editorial@legal500.com**
- Please mark the subject line as follows:
  EMEA/country/practice area/firm name

  eg **EMEA/France/Banking/Smith & Jones LLP**
- You should also send a spreadsheet of client referees relating to the practice area (see page 5). Please note, the deadline for submitting client referees is 4 August 2017
- Please ensure you send your submissions in by the deadline. The timetable for the research will be adhered to rigorously

The Legal 500 Europe Middle East & Africa

TIMETABLE

Client referees should reach us no later than Friday 4 August 2017

Editorial submissions should reach us no later than Monday 14 August 2017

Follow-up research will be conducted by telephone interviews between 4 September and early to mid-October 2017 (depending on country)

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 4 September 2017 at **legal500.com/assets/pages/about-us/get-involved.html**

2018

Detailed submission guidelines

Please provide a separate document for each practice area. For each 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 EMEA's leading 'next generation' of partners (or experienced non-partners in smaller markets where partnership status is rarely bestowed). 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.

EDITORIAL SUBMISSION GUIDELINES

TIMETABLE

Client referees should reach us no later than Friday 4 August 2017

Editorial submissions should reach us no later than Monday 14 August 2017

Follow-up research will be conducted by telephone interviews between 4 September and early to mid-October 2017 (depending on country)

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 4 September 2017 at **legal500.com/assets/pages/about-us/get-involved.html**

2018

Team information

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

- Head of team (including job title, email address, and telephone number)
- Leading individuals in team – indicate areas of expertise
- Next generation lawyers (see above) – indicate length of legal practice and areas of expertise
- Significant recent arrivals and departures
- 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
- Include 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 4 August 2017 in a separate document – please use the client referee template at: legal500.com/assets/pages/about-us/get-involved.html

For more information about how to fill in the referee spreadsheets, please read the guideline document at **legal500.com/assets/pages/about-us/get-involved.html**

Detailed work highlights

(All work referred to should fall between start of August 2016 and end of July 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,

TIMETABLE

Client referees should reach us no later than Friday 4 August 2017

Editorial submissions should reach us no later than Monday 14 August 2017

Follow-up research will be conducted by telephone interviews between 4 September and early to mid-October 2017 (depending on country)

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 4 September 2017 at **legal500.com/assets/pages/about-us/get-involved.html**

2018

not simply the biggest mandates. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention 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. **If necessary, you may provide a list of brief bullet points highlighting other recent work in the appendix**

You may wish to provide, in addition, a more general indication of work handled in 2016 or 2017, and may also identify other highlights, for example new client gains or panel appointments. Also useful are any hard facts that can be provided to put the practice in context; for example, for transactional practice areas, consideration will be given to the total number of deals handled and the aggregate deal value for the year

The focus of the research is on recent work. If you think older work is significant – or would help us better to understand the practice – then please do mention it and explain why it is of interest

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**

Appendix

You may provide an appendix of additional information if you wish. Most usefully, this may include one-line bullet points of other work handled recently or even bullet points of work handled in previous years to indicate the consistency of the practice. Please give the client name, year of completion and one-line description. If we need or desire more detail, we will request it