

Editorial submission request

Mediators

We will soon be starting research for the 2010 edition of *The Legal 500 UK*, and invite you to provide us with editorial submissions along the attached guidelines.

Submissions for the **Mediators** section should reach us no later than **Friday 19 February 2010**.

I would remind you that firms and individuals appear in the editorial sections of *The Legal 500 UK* free of charge. Any queries regarding directory listings (ie paid-for entries) should be addressed to our head of directory sales, **Amy Taylor**, email amy.taylor@legalease.co.uk.

If you have any queries, please email the address below, although you may first wish to check the FAQs at www.legal500.com/pages/uk_research

Yours sincerely



David Kelly
Editor, The Legal 500 UK
editorial@legalease.co.uk

TIMETABLE

Submissions for the Mediators section should reach us no later than Friday 19 February 2010

Follow-up research will take place by interview between 22 February and 30 April 2010

Details of the researcher responsible for the section will be posted on our website on 19 February 2010 at www.legal500.com/pages/uk_research

Editorial submission guidelines

Mediators

Editorial submission

If you believe you warrant recommendation as a mediator, please provide us with a written editorial submission, including feedback on the current edition, contact details, and details of your practice. See page 3 for submission guidelines

Client references

Please provide, in a separate spreadsheet, details of clients whom we can contact for feedback. See page 3 for details

Confidentiality

We will assume that all information provided to us is not confidential and may be referred to in the editorial, unless you indicate otherwise. Please identify clearly all confidential information by marking that information **CONFIDENTIAL**, in bold and upper case

Sending submissions and client spreadsheets

- Submissions and client spreadsheets should be emailed (together or separately) to editorial@legal500.com, with the following subject line:

UK/Mediators/[name of mediator]

- Hard copy submissions are no longer required; please do not send any

TIMETABLE

Submissions for the Mediators section should reach us no later than Friday 19 February 2010

Follow-up research will take place by interview between 22 February and 30 April 2010

Details of the researcher responsible for the section will be posted on our website on 19 February 2010 at www.legal500.com/pages/uk_research

Editorial submission guidelines

Mediators

Submission guidelines

Feedback on the 2009 edition

Do you agree with the rating your practice received in the editorial and table of the 2009 edition? Do you agree with the ratings of other mediators? If not, why not? Feel free to advise as to suggested ratings for the next edition. (Please bear in mind that individuals are ranked alphabetically within tiers)

Contact details

Please provide your contact details (email address and telephone number) so that we can if needed follow up on your written submission

Details of practice

Please confirm the total number of mediations you have completed to date, and the number of mediations completed in 2009 (**NOTE: THIS INFORMATION WILL NOT BE PUBLISHED**). Please also provide any further details you think relevant to an assessment of your practice, such as length and breadth of expertise and specialisations

Client references

Please provide a list of representative recent clients whom we can contact for feedback

These must be provided in a separate document, as a spreadsheet in the prescribed format. The spreadsheet for mediators can be found at www.legal500.com/pages/uk_research

For detailed notes about how to complete a client spreadsheet, see the 'Client referees – notes and FAQs' document, at www.legal500.com/pages/uk_research

A sample spreadsheet is also available, on the same page

To clarify how the client spreadsheets are used, clients will receive one email shortly after the start of the research period, asking them for feedback. They will receive a second email on publication of *The Legal 500 UK* in September 2010, stating that the results of the research are available to view, free of charge. Clients will not be put on any marketing lists