

As a guideline, firms should provide five referees per partner per practice area, but may send fewer or more if felt appropriate. 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 spread-sheets

All referees should be provided in spread-sheets in the prescribed form. At legal500.com/assets/pages/about-us/get-involved.html, you will find dedicated editorial submission guidelines and dedicated referee spread-sheets for all areas of the Latin America research (each jurisdiction has a separate spread-sheet). Right click to select the relevant spread-sheet.

Completing the spread-sheet

Some of the information requested in the spread-sheet is compulsory, while other information is optional.

REFEREE TITLE (MR, MRS): compulsory

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 Latin America 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 spread-sheet (and are also listed in the relevant editorial guidelines). Please enter them in the spread-sheet 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

REFEREE CATEGORY: compulsory. This year firms are asked to specify (by selecting from the drop-down box) whether the referee is a client; a referrer or introducer of work; or counsel. This will enable us to tailor our reference requests appropriately.

Points to note

Please do not provide referees in any format other than the template spread-sheet. If you do, we may not be able to process the spread-sheet, 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 spread-sheet, 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 spread-sheet in capital letters.

If you are a pan-Latin American firm and would prefer to supply a single spread-sheet covering all countries, please email rahel.yibrish@legal500.com

What happens next?

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

We sent around 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. We cannot get our referees to you by the deadline – is this a problem?

A. Yes. We guarantee that we will contact all the referees who details we receive by the deadline, but we cannot offer the same assurance with regard to clients received after that date (Friday 9 February 2018). Moreover, we will **not** re-contact referees with whom we have already spoken on behalf of firms that sent their client spread-sheet in good time.

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 spread-sheet?

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

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 individual lawyers would you single out as being particularly good? What do you see as their strengths and qualities?
- 4) How does the firm compare to any others of which you have experience in this area? Would you recommend any other firms/lawyers?

5) 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 spread-sheet whom we are authorised to contact.

Q. I've made a mistake, can I submit an amended spread-sheet?

A. If you submit an amended spread-sheet, 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. Can I send more than one spread-sheet, as some of our practices have not yet signed off on their referees?

A. Yes. But please ensure that the subsequent lists do not repeat referee details already supplied, and be aware that we will not deduplicate against spread-sheets already processed.

Q. How should I name the spread-sheet?

A. Spread-sheets should be named:

LA_[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 Rahel Yibrish, rahel.yibrish@legal500.com, tel +44 20 7396 5640.