

We will soon be starting research for the 2014 edition of *The Legal 500 UK*, and invite you to provide us with editorial submissions along the attached guidelines.

Editorial submissions and referee spreadsheets for the Mediators section should reach us no later than **Friday 7 March 2014**.

If you have any queries, please email the address below, although you may first wish to check the FAQs at:

http://www.legal500.com/pages/uk_research

Yours sincerely



David Burgess
Editor, The Legal 500 UK
editorial@legal500.com

Corporate Counsel 100

The Legal 500 has launched the **Corporate Counsel 100 Series**, recognising the most innovative in-house lawyers in business. The research for this series continues throughout the year, and firms are encouraged to nominate at least one in-house individual per practice area.

For further information, please go to our dedicated web site:
<http://www.legal500.com/cc100series>

TIMETABLE

Referee spreadsheets should reach us no later than Friday 7 March 2014

Editorial submissions should reach us no later than Friday 7 March 2014

Follow-up interviews will take place between 7 April and 16 May 2014

Researcher contact details will be posted on our website on Monday 7 April 2014 at www.legal500.com/pages/uk_research

Mediators

Editorial submission guidelines

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

Please note that while the editorial has previously focused on mediators handling commercial disputes, the 2014 edition will include separate sections on **Mediators (commercial)** and **Mediators (family)**

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 referee spreadsheets

- Submissions and referee spreadsheets should be emailed to **editorial@legal500.com**, with the following subject line:
UK/Mediators/[name of mediator]
- Please do not send any hard copy submissions or referee spreadsheets

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Submission guidelines

Please note that we do not currently publish a pro forma submission.

Feedback on the 2013 edition

Do you agree with the assessment of your practice in the editorial and ranking of the 2013 edition? Do you agree with the assessment of other mediators? Feel free to advise as to a suggested ranking 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 2013 (**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

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Please provide details of referees whom we can contact for feedback

Details of referees 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 referee spreadsheet, see the 'Referees explained' document, at www.legal500.com/pages/uk_research

A sample spreadsheet is also available, on the same page

To clarify how the referee spreadsheets are used, referees will be contacted by email shortly after the start of the research period, asking them for feedback on the mediator in question. They will also receive an email on publication of *The Legal 500 UK* in September 2014, stating that the results of the research are available to view, free of charge. Referees will **not** be put on any marketing lists

The Legal 500 series received details of around 250,000 individual referees in 2013. To ensure referees are not repeatedly contacted, it takes time to process and deduplicate the spreadsheets. The referee deadline must be adhered to. We cannot guarantee to contact referees in spreadsheets delivered late