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

Submissions should reach us no later than Friday 24 May 2013.

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 our head of directory sales, Amy McDermott, email amy.mcdermott@legalease.co.uk. Information regarding directory listings will be circulated in June 2013.

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

Yours sincerely

David Burgess
Publishing director, The Legal 500
editorial@legal500.com
CHINA
Editorial submission guidelines

Submissions by practice area

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

1) Feedback
2) Contact details
3) Client referees (to be provided in a separate document – see page 4)
4) Detailed work highlights
5) Team information

TIMETABLE

Referees should reach us no later than Friday 24 May 2013

Editorial submissions should reach us no later than Friday 24 May 2013

Follow-up research will be conducted by telephone interviews between 17 June and 2 August 2013

Details of the editors and researchers responsible for individual countries will be posted on our website on Monday 17 June 2013 at [www.legal500.com/research](http://www.legal500.com/research)
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 areas of confidential information – specifically client names, deal or case values in every individual mention, or other details – by marking that information CONFIDENTIAL, in bold and upper case.

Sending submissions

• Please email your submission to editorial@legal500.com

• Please mark the subject line as follows: Asia/Country/firm name
  
  eg Asia/China/Smith & Jones LLP

• You should also send an Excel spreadsheet of referees relating to the practice area (see page 4). Please note, the deadline for submitting referees is 24 May 2013

• Please ensure you send your submissions in by the deadline. The timetable for the research will be adhered to rigorously

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Detailed submission guidelines

For each practice area, please provide the following:

Feedback on the 2013 edition
Do you agree with the ratings the practice received in the editorial and ranking of the 2013 edition? This is the starting point for the research, so firms are encouraged to provide feedback, including advising as to a suggested ranking for the forthcoming edition. (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

Referees (separate document)
Please provide a list of referees we can contact for feedback. You can provide as many referees as you wish. Multiple contacts at individual companies are also encouraged. The list should preferably contain both longstanding referees and more recent referees

Referees MUST be provided in a separate document – please use the referee template at:
www.legal500.com/assets/images/research/china_referees.xls

For more information about how to fill in the referee spreadsheets, please read the guideline document at www.legal500.com/assets/images/research/asia_referees_explained.pdf

Detailed work highlights
(All work referred to should fall between June 2012 and May 2013)

We request a submission for each practice area in which the firm considers itself to have a significant or leading practice. We do not provide a template for the submission document and would rather you felt free to represent your firm to The Legal 500 as you see fit. Ideally, we suggest you include the following:
a. Details of five to 10 significant transactions, cases or mandates handled during the last twelve months. Please include information regarding the size or scope of the deal, date of commencement/closure, its complexity, and any other relevant issues (eg restricted time-scale). Any other details that will further our understanding of the nature and sophistication of the work that the department is undertaking will also be welcomed. If the case or transaction involved a counterpart, please identify them. An indication of the volume/number of such matters handled by the department (and/or aggregate deal value) is also useful.

b. Details of significant non-transactional activity undertaken by the department (day-to-day advisory, preventative work, etc), along with any new clients or panel appointments.

c. As noted previously, be sure to mark deals, aspects of deals (such as value) or client names CONFIDENTIAL as required.

d. A list of active key clients – again, marked CONFIDENTIAL as necessary.

(Note: client contacts are dealt with on the preceding page).

e. Our research focuses primarily upon work undertaken during the last year. However, if there are older matters – for example, a ‘leading case’ – which you regard as significant for our understanding of the firm’s profile and position in a given sector, or that would further our comprehension of the department’s abilities, please identify them and explain their relevance.

f. Any additional information that you regard as illustrating what distinguishes your firm from others in the market.
EDITORIAL SUBMISSION GUIDELINES

CHINA

Team information

Please identify:

- 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
- Significant recent arrivals and departures
- Office location of all individuals named
- New partner promotions and partner/counsel hires (with date of promotion/arrival, and previous firm if applicable)

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CHINA
Business practice areas

DEADLINE: Friday 24 May 2013

The following practice areas will be covered in the editorial for China. Please refer to the editorial at www.legal500.com/c/china to see last year’s rankings

**China: Beijing**
- Banking and finance
- Capital markets
- Corporate and M&A
- Dispute resolution
- Employment
- Intellectual property
- Tax

**China: Foreign firms**
- Banking and finance
- Corporate and M&A
- Dispute resolution
- Employment
- Intellectual property
- Private equity/venture capital
- Projects and energy
- Real estate
- Shipping
- TMT
- Tax

**China: Shanghai**
- Banking and finance
- Capital markets
- Corporate and M&A
- Dispute resolution
- Employment
- Intellectual property
- Tax
- WTO/international trade