

What is the timetable for the next edition?

The deadline for submissions for the 2014 edition is 23 May 2014. See editorial submission guidelines for details of the follow-up research.

When do you publish the details of the researchers for the first edition?

We publish details of which researcher is covering which area, along with contact details, after the relevant submission deadline has passed. They will be posted on the Legal 500 website (at www.legal500.com/research).

We believe we warrant a recommendation. What should we do next?

The editorial research is based on firms' written editorial submissions, and follow-up research with firms and their referees. The first step is therefore to provide us with a written editorial submission. If the submission deadline has passed, see question below relating to late submissions.

Please refer to the editorial submission guidelines for details of the information we ask for. You should provide a separate submission for each practice area for which you believe your firm warrants a recommendation.

What is the difference between editorial and sales?

The task of the editorial team is to research the legal market, practice area by practice area; to assign rankings to firms' practices; and to write accompanying editorial. There is no cost associated with making an editorial submission.

The sales side of The Legal 500 relates to the paid-for firm and partner profiles. The firm profiles appear in the second half of the hard copy publication; firm and partner profiles also appear online. The profiles are written by the firms, not by The Legal 500.

The editorial and sales sides operate independently. Some firms pay for profiles but are not recommended in the editorial. Others are recommended but choose not to take profiles.

If you have any queries regarding sales, you should contact Amy McDermott: amy.mcdermott@legal500.com

Does a practice have to be a certain size before it is eligible to be editorially recommended?

No, although the size of the team, and its strength in depth, are among the factors which the editorial researcher will take into account when assessing a practice against its competitors. Others include the quality of work handled, the calibre of clients, referee feedback, and the reputation of individual practitioners.

If we send firm and partner profiles, do we also need to send an editorial submission?

Yes. Editorial researchers do not see the profiles provided by firms. The editorial research is independent of the sales process.

Do you have a pro forma/model editorial submission?

Submissions should contain the information requested in the editorial submission guidelines, but we do not currently publish a pro forma submission.

We are not going to be able to meet the editorial submission deadline. Do you accept late submissions?

The Legal 500 series receives thousands of submissions every year, and researchers are under tight deadlines to research practice areas. It is in firms' own interests for their submissions to have been fully reviewed by the researchers as part of their preparation for their follow-up research. Our overriding aim is to produce editorial which is as accurate as possible, but firms should be aware that submissions delivered late may not be given as full consideration as submissions received on time.

Do the researchers interview all firms who provide a submission for a particular practice area? Do we need to do anything to ensure a follow-up interview?

We do our best to present a fair and accurate picture of the market, but we do not undertake to speak to all firms across all practice areas for which they have provided a submission. In some cases the researcher will have sufficient information from the written submission and references. If not, the researcher will make contact with the firm to arrange a follow-up interview. If you feel strongly that you want a follow-up interview, then you should (once the submission deadline has passed) email the relevant researcher to request one.

How can I be sure that a submission has been received?

All submissions received by email will receive an auto-reply confirming receipt. If you have any queries, please contact Laura Brown (laura.brown@legal500.com).

What form does your research with referees take?

In the first instance we send a standard email to referees. This identifies the firm which has provided the contact as a referee, and the relevant practice area, and requests feedback on the referee's experience of that practice. The referee is also invited to provide feedback on other law firms. The email may be followed by a telephone discussion. All feedback is given on a confidential, non-attributable basis. A referee may be a client, an introducer or referrer of work, or counsel. Firms are also asked to specify the category into which each of their referees falls, to enable us to tailor our reference requests appropriately.

What questions do you ask client referees?

- 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?

Do you accept updates to submissions?

The researchers are primarily looking to update the editorial based on an annual review of the practice, for the year ending just prior to the submission deadline. However, so that the editorial is as accurate as possible, firms are encouraged to update major developments (mergers and team moves in particular) occurring after the submission deadline.

We have an active practice in an area that is not currently a Legal 500 category. Should we provide a submission for it anyway?

No. The list of sections has been finalised for the 2015 edition, and no additional sections will be added without notifying all firms potentially affected. Firms are advised to look at the published list of categories, and include the information as part of a submission for the category which closest fits the practice concerned.

We think you should introduce a new editorial category. Do you accept suggestions, and if so who should we contact?

We aim to structure the editorial in a way that reflects the market, and do keep the editorial categories under review. The list of sections has been finalised for the 2015 edition, but if you have suggestions for editions thereafter you should contact David Burgess at editorial@legal500.com; the list of sections for the 2016 edition will be finalised by January 2015.

Who should I contact for more information?

Please email editorial@legal500.com