

THE ENGLISH BAR EDITORIAL SUBMISSION REQUEST AND GUIDELINES

We will soon be starting research for the 2022 edition of *The Legal 500 EMEA*, and invite you to provide us with editorial submissions.

Editorial submissions and referee spreadsheets must be with us no later than **Monday 9 August 2021**.

You can find useful information on how we conduct our research and FAQs at **legal500.com/the-legal-500-submission-information/europe-middle-east-africa-emea-submissions**.

If you have any further questions, please email the address below, and either I or one of my team will be pleased to help.

Yours sincerely



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TIMETABLE

Client referees should reach us no later than Monday 9 August 2021

Editorial submissions should reach us no later than Monday 9 August 2021

Follow-up research will begin in early September 2021 and will continue to mid-October

Submissions by practice area

The editorial of *The Legal 500 EMEA* is structured by practice area.

Within each practice area, we will be ranking Queen's Counsel and junior barristers in separate tables.

Submissions for each practice area should include the following information in order:

- 1) Practice area overview
- 2) List of barristers seeking a recommendation
- 3) Information on individual barristers (including five work highlights)

References

Please provide, in a separate spreadsheet, details of referees whom we can contact for feedback. See page 6 for details

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Confidentiality

All information provided to us may be published by all The Legal 500 and Legalease Ltd products, unless it is marked as confidential. Please identify clearly any confidential information – whether client names, deal or case values, or other details – by marking that information **CONFIDENTIAL**, in bold red and upper case. *Please use red typeface for all of the confidential information.*

Please avoid putting global confidentiality restrictions at the front of submissions. Please also try to be as clear as possible about what exactly is confidential; is it the case as a whole, the name of the client, or the issue/value at stake?

Sending editorial submissions and client spreadsheets

- You should only use The Legal 500 Submissions site to send your Word document and accompanying client referee spreadsheets to our research team. Please go to **<https://submissions.legal500.com/wp-login.php>** and login for full instructions.
- You should also send a spreadsheet of client referees relating to the practice area in the same format (see page 6). Please note, the deadline for submitting client referees is 9 August 2021
- Please avoid emailing submissions and referee spreadsheets. Emails sent to editorial@legal500.com regarding rankings or submissions will be archived and will not be actioned
- 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 individual practice area, please provide the following:

Practice area overview

Please supply a brief practice overview indicating the set's presence in the Middle East and dealing with chambers' key achievements within each practice area over the last 12 months. The overview should also indicate the number of barristers who belong to the practice group (and are active in the jurisdiction), the individual in chambers who leads the practice group, and the clerk most closely associated with its management.

Individual barristers

This section should include individual barristers in the practice area group, who you feel deserve ranking, whether silks or juniors. Please note: the junior rankings will be much more limited in length compared to the silk rankings.

Barristers should be able to demonstrate in their submissions that they:

- a) are based full-time in the Middle East or spend a significant amount of time handling work in the region, and
- b) have substantial experience working with law firms based in the region, and can produce a list of at least five referees accordingly. (More information on referees on page 6.)

Each barrister should include their call year and, if applicable, their silk year; an introduction to their practice; and five work highlights which illustrate the nature and calibre of their Middle East practice. Matters should be of legal significance (including ongoing appearances) and/or of factual complexity, high public profile, or commercial importance, or an example of service quality.

Work highlights should ideally fall between August 2020 and July 2021, as the focus of the research is on recent work. If, however, you think older work is significant – or would help us better to understand the nature of a practice – then please do

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mention it and explain why it is of interest. Chambers are warned against overloading the submission with details unlikely to assist researchers.

For each work highlight, please mention the law firm(s), lawyers and/or any other barristers involved, as well as details of the current status.

Contact details

Please provide contact details for the person we should contact if we need to follow up on the submission, ie contact name, position, email address and telephone number.

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Please provide details of referees whom we can contact for feedback. There is **NO LIMIT** to how many referees you can provide.

Referees should have instructed counsel on the above matters, or have worked closely with them in the last two years. Greater weight will be given to work carried out recently than to historic cases, and to the views of solicitors and direct clients. You are asked to specify the category into which each referee falls (Instructing solicitor; or Other), to enable us to tailor our reference requests appropriately.

Details of referees must be provided in a separate document, as a spreadsheet in the prescribed format. The templates can be found at legal500.com/the-legal-500-submission-information/europe-middle-east-africa-emea-submissions.

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 in relation to the barrister in question. They will also receive an email upon publication of *The Legal 500 EMEA* in April 2022, stating that the results of the research are available to view, free of charge.

The Legal 500 series contacted more than 300,000 referees in 2020. 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.