

## FOREIGN FIRMS IN LONDON EDITORIAL SUBMISSION REQUEST

We will soon be starting research for the 2022 edition of The Legal 500 Foreign Firms in London, and invite you to provide us with editorial submissions. Submissions and Client referees should reach us by the **24th of September**.

Any queries regarding directory listings (ie paid-for advertising entries) should be addressed to **Amy McDermott** (email [amy.mcdermott@legal500.com](mailto:amy.mcdermott@legal500.com)).

If you have any queries, please contact us via the FAQ page:  
**[legal500.com/faqs](https://legal500.com/faqs)**.

Yours sincerely



**Ella Marshall**  
Editor  
[editorial@legal500.com](mailto:editorial@legal500.com)

#### TIMETABLE

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Client referees and editorial submissions should reach us no later than Friday 24 September 2021

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## Submissions

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Firms should use the template submission form.

Submissions should include the following information:

- 1) Client referees – provided in a separate Excel document
- 2) Contact details
- 3) Information on the key practitioners
- 4) Three **publishable** matter summaries (all publishable)
- 5) Detailed work highlights
- 6) List of active **publishable** clients

## Confidentiality

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All information provided to us may be published by all The Legal 500 and Legalease Ltd products. Please only provide publishable information and avoid putting global confidentiality restrictions at the front of submissions.

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### Sending submissions

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- 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 **submissions.legal500.com/wp-login.php** and login for full instructions
- You should also only use the submissions site to send a spreadsheet of client referees relating to Foreign Firms in London
- Please avoid emailing submissions and referee spreadsheets. Emailed documents will be deleted and will not be actioned
- Please ensure you send your submissions in by the deadline

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## Detailed submission guidelines

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For the submission, please provide the following:

### Contact details

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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

### Three publishable matter summaries

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Information in this section should be limited to a one-sentence description – of no more than 30 words – of the advice provided

### Key practitioners

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Please provide information on the leading lawyers, i.e. name and position

### Referees (separate document)

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Please provide a list of referees we can contact for feedback. All referees will be contacted by email. The list should preferably contain both longstanding referees and more recent client gains. You may provide as many referees as you wish – we will contact all referees that are submitted on time. We may contact late referees, but we reserve the right to contact them at a much later date (or not at all). If a late referee has already been submitted on time, we will not contact them again

### Detailed work highlights (All work referred to should fall between August 2020 and July 2021)

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Please provide details of up to 20 transactions, cases or other work. These should be matters which the firm considers to be significant and which indicate the team's range of recent expertise. In each instance, please identify the firm's role, indicate which partner(s) led the advice and mention start/end dates. Please identify the client. The focus is on recent work. If you think older work is significant – or would help us better to understand the practice – then please do mention it and explain why it is of interest

### Active clients

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This should be a list of active, publishable clients