



## Who can submit?

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In line with our other Legal 500 products, the focus lies on commercial law firms. We welcome submissions from boutiques, larger and smaller domestic firms and international firms alike.

## We believe we warrant inclusion in the guide. What should we do next?

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The editorial research is based on firms' written editorial submissions, and follow-up research with firms. 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.

## What is the difference between editorial and sales?

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The task of the editorial team is to research the legal market; to assess whether firms merit inclusion in the guide; 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, and other commercial opportunities in connection with our Global Green Hub. The profiles are written by the firms, not by The Legal 500. The editorial and sales sides operate independently. Some firms are commercially engaged 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 Charlotte Bunce: [charlotte.bunce@legal500.com](mailto:charlotte.bunce@legal500.com).

## If we submit, will we be included in the guide?

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A submission does not result in automatic inclusion. Featured firms will be able to demonstrate a relevant work portfolio, concrete internal actions, and particular team members' engagement that goes beyond the handling of mandates.



## If we are included in the guide this year, will we be included again next year?

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Featured firms will be reviewed on a yearly basis according to provided information and market context, and inclusion in one year/edition does not guarantee inclusion the next year/edition.

## Which submission template should we use?

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If submitting for one jurisdiction, please use the single-jurisdiction submission template. Please note that we are unable to accept more than one single-jurisdiction submission per firm for each guide. If you are an international firm submitting for multiple jurisdictions within a region, you must use the multi-jurisdictional submission template which allows you to showcase your practice across several offices/countries. See question below for how we assess international firms with cross-office teams.

## Should we provide a list of referees?

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There is currently no referee process for the Green Guide. With no need to provide a list of referees, you can skip the upload of a referee spreadsheet.

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

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The Legal 500 series receives thousands of submissions every year, and researchers are under tight deadlines to conduct their research for the different guides. 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 you accept updates to submissions?

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The researchers are primarily looking to update the guide based on an annual review, for the year ending just prior to the submission deadline. However, so that the editorial is as accurate as possible, firms are encouraged to inform us of major developments (mergers and team moves in particular) occurring after the submission deadline. Please contact the research team at [green.guide@legal500.com](mailto:green.guide@legal500.com) to let them know an updated submission has been uploaded.

How many highlight matters should we include in our submission? We generally ask for 10 highlights per jurisdiction in our single-jurisdiction template. If submitting for multiple jurisdictions via our multi-jurisdictional template, to get an adequate picture of your practices, we ask that you provide us with 5 highlights per country. You may expand on this, if you wish, however, please note that overwhelming our researchers with submissions which are extensively long is never advisable. Please pick the most active offices and showcase only the most impressive highlight matters for each.

## We are an international firm with cross-office teams. How are we considered within the Green Guide?

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We review firms according to the context of the jurisdiction and region in question, including the context of the local legal market. Since our assessment always occurs within these parameters rather than evaluating the firm as a whole, submissions by international firms should be tailored to showcasing those offices/local teams with the strongest practices. We welcome the inclusion of information on cross-office teams, and matter highlights can include multi-jurisdictional mandates handled by more than one office with a clear indication which team led on the matter.

## How do you evaluate the various components of the submission during the assessment?

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We regard client work as the most pivotal element of a firm's contribution to advancing the green transition. We therefore treat firms' sustainability-related work for clients as the most significant aspect of the submission. Since our assessment always occurs within



the context of a given market, more weight may be given to tangible internal actions, external outreach efforts, and/or individual team members' engagement beyond the handling of mandates in markets with less sophisticated or developed green transition work.

## How do you determine which individuals are awarded Green Ambassador status?

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Within our assessment, consideration goes to particular lawyers, as we recognise the engagement and contribution of specific individuals. Green Ambassador status is automatically awarded to all individuals identified in our editorial commentary as demonstrating the strongest involvement with sustainability matters. This involvement should be reflected in the showcased work, although we also consider other sustainability-related contacts who may not be handling mandates. In your submission, please clearly highlight your most active team members, i.e. the local go-to members of the team for sustainability/climate action/green transition matters.

## We also work for fossil fuel companies. Can we still be included?

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Advice to the fossil fuel sector will be considered where it relates to advancing sustainability. Please always clearly indicate how your showcased matter highlights contribute to the green transition. Firms handling other fossil fuel work will have these matters assessed against their sustainability-related work and engagement. When considering a firm's broader work portfolio not reflective of its sustainability efforts elsewhere, we weigh this information against the specific steps that have been taken towards helping their clients make progress as well as making progress internally (i.e. the focus of the guide). This assessment always occurs within the parameters of the given region, jurisdiction or office rather than the firm as a whole.

## Is the Green Guide an ESG guide?

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The focus of our guide is on sustainability and the green transition. We recognise ESG as a growing field of practice which has also been adopted by many law firms and includes the type of sustainability-work and efforts we are assessing. ESG practices



and ESG-related mandates may therefore find mention within our editorial commentaries, but work or internal efforts purely centring on the social or governance aspects of ESG do not form part of our assessment. Submissions should therefore hone in on the environmental and sustainability elements of ESG work for clients, internal measures and external engagements.

## Who should we contact for more information?

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For editorial queries relating to the Green Guide please email **green.guide@legal500.com**. For any other technical or administrative queries please contact us via **legal500.com/faqs**.