



## GREEN GUIDE EDITORIAL SUBMISSION REQUEST

We would like to invite you to provide us with editorial submissions for **The Legal 500 Green Guide**. Please refer to the research timetable on our submission information page for the regional submission deadlines.

Participation in our research involves no costs. Any queries regarding paid-for add-on content and advertising should be addressed to **Charlotte Bunce** (email [charlotte.bunce@legal500.com](mailto:charlotte.bunce@legal500.com)).

You can find more details about our assessment and inclusion policy in our **Mission Statement**.

If you have any editorial queries, please contact us via [green.guide@legal500.com](mailto:green.guide@legal500.com).

Yours sincerely

**Anna Bauböck**  
Editor, Global Green Guide  
[green.guide@legal500.com](mailto:green.guide@legal500.com)



## RESEARCH TIMETABLE

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EMEA: September to December

US, Latin America: February to March

UK: April to May

Asia Pacific: June to August

## Submissions

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Firms should use the template submission form.

Submissions should include the following information:

1. Contact details
2. List of key practitioners
3. Description of your practice for clients
4. Description of your internal/operational best practices and initiatives
5. Description of your external outreach and impact
6. Feedback on the current edition or market
7. List of active publishable clients
8. Information on key individuals
9. Three publishable matter summaries (all publishable)
10. Detailed work highlights



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### Confidentiality

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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. You do not need to write in red in the confidential matter boxes. Please avoid putting global confidentiality restrictions at the front of submissions.

### Sending submissions

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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.
- You should only use The Legal 500 Submissions site to send your Word document to our research team. Please go to submissions.legal500.com/wplogin.php and login for full instructions.
- Please note that there is currently no referee process for the Green Guides, so you can skip the upload of a referee spreadsheet.
- Please avoid emailing submissions. 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.

#### Key personnel

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

#### Practice overview

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This is split into three sections covering your practice for clients, your internal business operations, and your external outreach. Please provide a description of your sustainability-related engagement in each aspect. Please avoid lengthy paragraphs and avoid unsubstantiated claims.

#### Your feedback

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Law firms are encouraged to provide brief feedback on the current edition and the market. Do you agree with the firms featured in the current edition? Are there any firms missing from the guide?

#### Active clients

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This should be a list of active, publishable clients.

#### Your team – key individuals

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Within the firm, consideration goes to key team members as we recognise the engagement and contribution of specific individuals. All individuals identified in our editorial commentary are automatically awarded Green Ambassador status. Please provide information on those who are key to your practice and/or internal efforts, and those demonstrating the strongest involvement with sustainability matters. Please do not include all of your partners, and please note key individuals do not have to be partners. We recognise those who have had a prominent role in several leading matters this year (and in past years) and/or have shown exceptional engagement outside of client work



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## GREEN GUIDE EDITORIAL SUBMISSION GUIDELINES

### Three publishable matter summaries

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

### Detailed work highlights

If submitting for one jurisdiction, please provide details of up to 10 transactions, cases or other work. If submitting for multiple jurisdictions, please focus on those countries with the strongest practices and provide no less than 5 transactions, cases or other work per jurisdiction. These mandates 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.