How to make a good submission

- A written submission must be backed up by excellent external feedback, so it is imperative to include a referee spreadsheet to support the written document.

- It is not compulsory to use the Chambers submission template, however it is recommended. Using the template ensures that our researchers are able to easily source relevant information. This template may be altered to include more publishable work highlights and delete confidential work highlights, or vice versa.

- Make use of sections C2 and C3 of the submission (feedback on our coverage), as we cannot guarantee that we will be able to interview all firms.

- There are four main points you want to think about when writing up your work highlights:
  - What happened in this matter?
  - Why was it significant for the client?
  - Why was it significant for the wider industry/practice area? (e.g. setting new precedents)
  - What is the current status of the matter?

- You can submit up to 20 matters, and we would urge you to always include as many as possible within that limit.

- Work highlights should not be longer than one page

- If you are trying to highlight a certain lawyer, make sure to give them work highlights and client referees to support the case for their inclusion.

- If you assert something, make sure you can back it up with facts.

- Please make sure that confidential clients don’t appear on publishable matters.

What to do if your submission is late

- We do not offer extensions on either submissions or referee spreadsheets. You will not be penalised for a late entry, however it is in your best interests to make sure you hit the deadline.

- If your submission or referee spreadsheet is going to come in after the deadline, there is no need to keep us updated. We will be notified when the documents are uploaded.

- Prioritise the referee spreadsheets, as they need to be processed, and upload the written document when it is finished.

Common mistakes made on referee spreadsheets

- Not making full use of the 20 spaces allocated

- Not being selective with who is put forward, we would recommend listing those who have had recent experience working with your firm, preferably with multiple members of the team

- Supplying us with contacts that will be too busy to speak with us. Sometimes it may be worth listing a
more junior member of the client’s team if the more senior member is likely to be unable to allocate time to talk to us.

- Not checking with clients whether they are happy to speak with us.

What to do if you are unable to find 20 clients to put forward

- We would recommend putting forwards clients over non-clients, however you are able to put forward non-clients as well.

What to do if a particular practice area isn't covered in Chambers USA

- We are always open to introducing new sections for the guides. Please email Chambers USA – Editor Toby Eccleshall. Toby will likely ask you to produce a short proposal.

- We cannot guarantee that we will be able to research that particular category that year for inclusion in the guide, but we will always explore the possibility of doing so.

The importance of considering diversity when creating a submission

- We encourage firms include in their submissions what they are doing to promote diversity among their teams.

- We ask that firms think about which referees they are putting forward for us to talk to and recognise the importance of giving us a diverse range of contacts.