ICIS 2023 Associate Editor Guide
Tips and Tricks

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Note: All names and emails (other than ICIS2023PC@gmail.com for your queries) appear in the guide ONLY to illustrate how to use the system.

With a large number of submissions, our timeline for notifying authors of decisions on their papers is <u>*very tight.*</u> *We, therefore, MUST stay on track with each milestone on our timeline. Please see the* <u>entire timeline</u> *at the end of this document. We count on the timely completion of your milestones. Program Chairs and Track Chairs understand busy lives and will remind you of deadlines as often as necessary; please do the same with your reviewers.*

Managing Reviews of a Submission

Below, you will find information on navigating the review process and the PCS system.

Key Steps in the Review Process

Overall, the ICIS 2023 review process contains several crucial steps to ensure high-quality proceedings and presentations.

1. Initial Reject
After the submission deadline expires, Review Coordinators assess papers for technical issues that warrant an initial rejection (e.g., exceeding the maximum paper length, non-compliance with the submission template, etc.). These papers will not be assigned to Track Chairs. Instead,

authors will be informed by the Program Chairs concerning initial rejections.

2. Track Chair Assignment

Papers that comply with the ICIS 2023 submission requirements are assigned to Track Chairs. On *very rare* occasions, papers not fitting a specific track are moved to other tracks that provide a better fit.

3. Early and Constructive Rejects

Track Chairs assign an AE for every paper except those they believe cannot survive the review process and will write the rejection report themselves. Associate editors should assess each paper's scholarly contribution and potential for ICIS 2023. However, the role of the AE is not of a reviewer. Reviewers must assess the quality of all appropriate papers; the AE's role is to avoid sending inappropriate (e.g., highly deficient papers, non-IS) papers for review. In these cases, the AE can recommend early rejection of the paper to the Track Chair without sending the paper out for review. The goal is to provide authors of such papers with early feedback and allow them to submit their work elsewhere. All other papers continue through the regular review process.

If the Track Chair agrees with the AE's recommendation, the AE should provide a detailed review report to the authors in the system, pointing out why the paper, in its current form, cannot be accepted at ICIS. The Track Chair then endorses the review report and notifies the Program Chairs. The Program Chairs promptly den or accept the recommendation and inform the Track Chairs. When the recommendation is not accepted, the Track Chairs will request the AE to send the paper for review. The Program Chairs will notify the authors of all desk-rejected decisions.

4. Review Phase

Associate Editors assign papers to three reviewers, ensuring a diverse and experienced review team. In addition, each paper should be reviewed by at least one faculty member and not by a review panel comprised entirely of PhD students. Reviewers should provide detailed and constructive reviews for each paper reviewed. They should also ensure that comments to the authors and Track Chairs are consistent with the quantitative scores and recommendations they have entered into the review system.

5. Associate Editor Reports

Associate Editors write a report for every paper based on the review team's comments and their assessment of the paper. The report should be detailed and highlight the AE's views about the fundamental reasons for the rejection/acceptance of papers. In the unfortunate case of short or non-constructive reviews by one or more reviewers, the AE should compensate by providing a more detailed report. In addition, when recommending conditional acceptance, the AE should provide a comprehensive list of issues that need to be addressed by the authors to have the paper accepted at ICIS 2023, keeping in mind the short revision cycle of ICIS 2023.

6. Track Chair Decisions

The Track Chairs will review all the AE reports and reviews to prepare a final shortlist of papers recommended for acceptance from their track. As the standards of reviewers and AEs differ,

Track Chairs should not depend purely on the quantitative scores provided by the review team but should read the papers and examine the qualitative comments of the review team.

7. First Decision

Based on the Track Chairs' recommendations, the Program Chairs will assess all submissions and make the decisions for all papers. Decisions will be communicated to the authors by the Program Chairs.
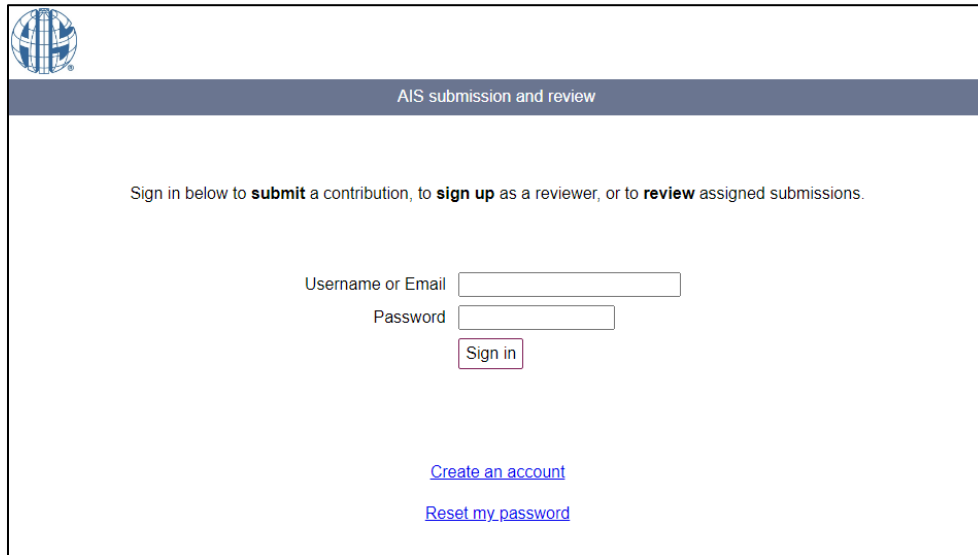
8. Revisions

In the revision process, authors must revise their papers according to the reviews and submit them as a camera-ready version, with author information and acknowledgments. The revised papers should adhere to the revision template provided for this purpose.

Once resubmitted, the revised pap the Track Chairs will review the revised papers the concerns raised by the review team, as specified in the AE report, have been addressed. If the authors fail to do so, the paper will be rejected. To accelerate the process, authors must provide a point-by-point response to the review packet. Final acceptance notifications will be communicated to authors by the Program Chairs.

Logging In

1. Go to the ICIS 2023 submission site: https://new.precisionconference.com/user/login

2. Enter your "**Username or Email**" and "**Password**" and click "**Sign in.**"

    a. If this is your first time logging in, refer to the login email that you received from the Precision Conference System (PCS) in Feb/March OR enter the email address you provided when you agreed to be an AE.

    b. If you do not know your password or have forgotten it, click on the "**Reset my password**" link.
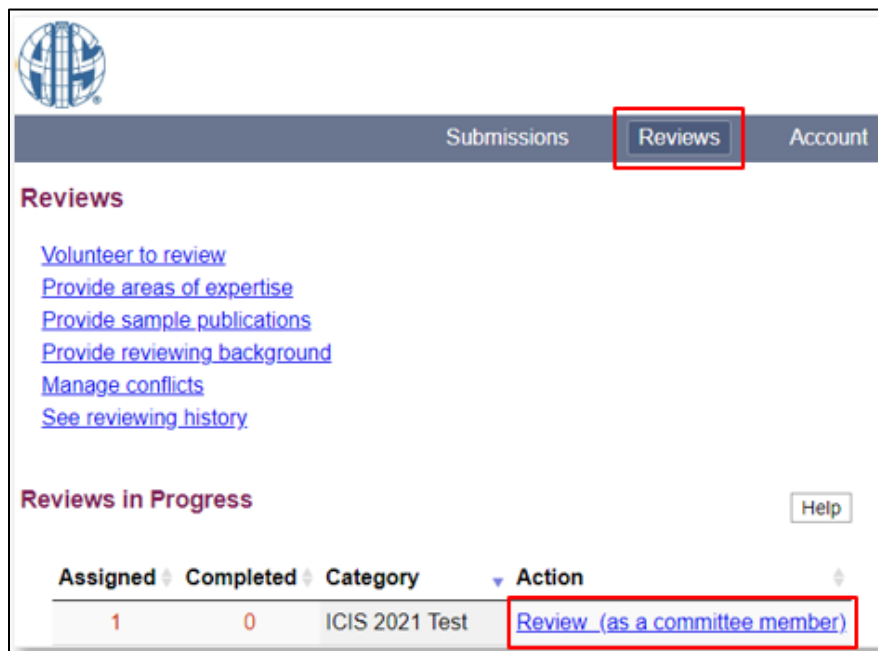
Menu Options

1. Once logged in, from the ICIS 2023 PCS home page, click **"Reviews"** and then **"Review (as a committee member)"** under the "Reviews in Progress" heading
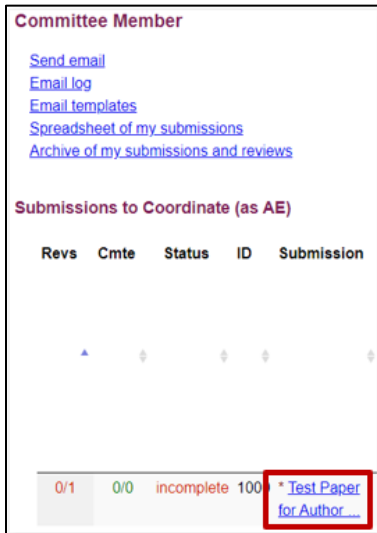
2. Please note that "Committee Member" here is synonymous with "Associate Editor."

Reviewing Initial Submissions

1. After you click on **"Review (as a committee member),"** you will see all papers assigned to you under the heading "Submissions to Coordinate (as AE)."
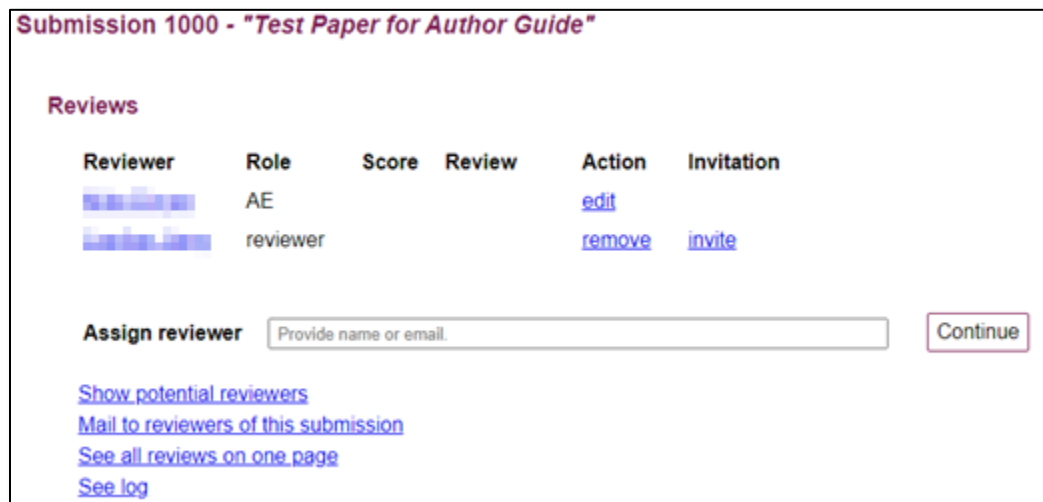

2. Click on each **paper title** from the "Submission" column to view more details about that paper.

3. Scroll down and click on the **"The file"** link under the "Document" heading to download the submission file for review.

IMPORTANT! Before assigning papers to reviewers:

a. Ensure that there is **no conflict of interest** before initiating the review process for you or the intended reviewers. For example, if you find your own paper assigned to you or that of a colleague from the same institution or a co-author, please let the Track Chairs know. They will reassign it. The conflict of interest policies can be seen at: https://misq.org/conflict.

b. In addition, review each submission briefly to ensure that the paper **"fits"** in your track. If you think any of the papers assigned to you belong to a different track, please notify the Track Chairs immediately. They will work with the Program Chairs to redirect those papers to the appropriate tracks.

Early Rejects

1. Early rejections should be a rare and justifiable outcome at ICIS. When prescreening papers, AEs may identify any papers they think should be given an **"Early Reject"** without sending them to reviewers. Papers candidates for early rejection will typically be off-topic (i.e., non-IS paper more suitable to computer science, marketing or another discipline) or have significant omissions or defects (i.e., missing literature review or other critical components).

2. Because of the urgency in dealing with these papers, AEs must determine early quickly determine early rejects (latest by May 20, 2023) and provide a constructive review of papers recommended for early rejection to the Track Chairs before June 5, 2023. Please see more detail in points 5 and 6 below.

3. Once you determine that you would like to recommend an early reject, please click on **"edit"** for that paper, as shown in the screen below. As detailed below, the Program Co-Chairs will have to accept or reject the AE recommendation for Early Reject and communicate that promptly to the AEs and Track Co-Chairs.

4. Please click on the "**early reject**" radio button to inform the Track Chairs that you are not sending the paper out for review because you consider this a candidate for early rejection. You will need to check with the Track Chairs whether they agree. So please record your comments/reasons for early reject recommendation to the Track Chairs under the "**Comments to Committee**" text box and email the Track Chair you are working with.

Edit review of 1000 - "Test Paper for Author Guide"

Early Reject?

Indicate whether this submission should be an "early reject".

○ early reject
○ not early reject

5. Once you enter the recommendation for an early rejection, the Track Chairs will need to evaluate it. If they concur, they will recommend early rejection to the Program Chairs, and you will be expected to produce a detailed review report (by **June 5, 2023**). Again, your deadline for early rejection recommendations to the Track Chairs is **May 20, 2023**.

6. Your deadline for providing a detailed and constructive review report is **June 5, 2023**. To do so, please enter your review in the "**Comments for Authors**" text box.

Assigning Reviewers

1. In choosing reviewers, please ensure the following. First, at least one reviewer should NOT be a PhD student. Second, the AIS strongly encourages diversity and inclusion in all areas. To foster this in the review process, we ask that you not limit your choice of reviewers to students or colleagues from your institution but rather develop a broader pool of reviewers. Third, do NOT assign a paper to a reviewer with potential conflicts with the authors, i.e., who is at the same institution as the authors or who has co-authored with the authors.

2. To assign reviewers, click on the paper title under the "Submission" column.

3. You will see your name listed under Reviewer. Note that your **Role** is "AE." You will see an "Assign Reviewer" input field. Please use this to search for specific reviewers.

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[redacted]	AE			edit	
[redacted]	reviewer			remove	invite

Assign reviewer   Provide name or email.   Continue

Show potential reviewers
Mail to reviewers of this submission
See all reviews on one page
See log

4. Please search for the reviewer's name or email under the "**Assign reviewer**" field. If there is a reviewer match, you can find the reviewer's name and click "**Continue**."

   You will find that the "Assign reviewer" field is blank if there is no match. Even then, click "**Continue**," and you will be able to **create a new account** to invite your reviewer.

   Note: If you assign a reviewer and later want to unassign/remove them, you will see that option too. To remove reviewers, click "**remove**" under the "Action" column, and confirm that you wish to remove the reviewer.

5. Alternatively, you can look for potential reviewers who have volunteered to review your track. You can do so by selecting **"Show potential reviewers."** You will see the screen below.

#1014 - Potential Reviewers

6. Select the following:

    a. Restrict to reviewers at least "**Competent**" at "This submission's keywords – [your track title]" and click "**Update**."

    b. You will see a list of reviewers who have volunteered to review for your track. Reviewers have been instructed to choose either "Competent" or "Expert" for the tracks they are volunteering to review for. If they have done so, they will appear on the list.

    c. Note that the best approach to identifying reviewers is to rely on your knowledge of people in the field and invite them to review. You should have identified reviewers by the time you read this guide.

    d. Click "**assign**" for the reviewer you choose.

7. Once you have chosen the reviewers, click "**invite**" under the invitation column.

8. An automatically populated email template specifying the deadline for the reviewer is

generated. ==Please CC yourself in the email.== Then, send the email to the reviewer. An email will be generated that includes auto-populated links when the email is sent:

Subject	Invitation to review submission 1000 for ICIS 2021 *Year varies year after year
Message	Dear Martha, I would like to invite you to review the following paper: #1000 – Test Paper for Author Guide *Year varies year after year Reviews are due on June 17, 2022. The abstract is appended below. To see the full paper, you can log on at

Please ==check back to see if the reviewer has accepted your invitation.== You can keep track of the invitations by returning to the page for that submission. Once you send an email invitation, the assignment will be indicated as [tentative] as per the diagram below.

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
	AE			edit	
	reviewer			remove	invite
(tentative)	reviewer			remove	sent

When a reviewer accepts the invitation by clicking on the accept link in the invitation email, the invitation status will change to "accepted." *If a reviewer has not accepted your invitation within a day, please follow up with them outside of PCS.*

Reviews

Reviewer	Role	Score	Review	Action	Invitation
	AE			edit	
	reviewer			remove	invite
	reviewer			remove	accepted

If the reviewer rejects your assignment by clicking on the reject link in the invitation email, the reviewer information will disappear from the submission page, as per the diagram below. If *a reviewer rejects your invitation or is unresponsive, please invite another reviewer ASAP*.

9. If you wish, you can click on the **"See log"** link, which will show the details of the manuscript's status.

10. Repeat this process until you have invited enough reviewers for each submission. **Please assign three reviewers per paper.**

11. All reviewer assignments for your papers should be done by **May 18, 2023.**

Associate Editor Recommendations

1. To monitor reviews, from the ICIS 2023 PCS home page, select "**Reviews**" and then "**Review (as a committee member).**"

2. The first column to the left of each submission shows how many reviews have been done, out of the number assigned (e.g., in this screenshot, 0/1 means no review has been completed out of 1 review assigned; 1/2 means 1 review had been completed out of 2 assigned). The system includes color-coding; green indicates when sufficient reviews are done, and red when needed reviews are still outstanding.

3. Once your reviewers have submitted their reviews, you can submit your associate editor report and recommendations to your Track Chairs. For this, go to each submission.

4. You can click "**See all reviews on one page**" or click on **"review 1"/ "review 2,"** etc., to see the reviews by each reviewer. Click **"edit"** in the AE row to submit your review for the Track Chairs to read.

   a. If you did not choose to recommend an early reject, please indicate "not early reject"

   b. You may choose: "Definite accept," "Probably accept," "Borderline," "Probably reject" or "Definite reject" in your "**Overall Rating."**

   c. You may choose: "Expert," "Knowledgeable," "Passing Knowledge," or "No Knowledge" under **Expertise**.

   d. *Please do not include your recommended decision in your "Comments for Authors" – because the Track Chairs or Program Chairs may come to a different conclusion.*

   e. There are several award categories – see Awards Criteria and Processes. Please consider if

the paper deserves a nomination for the best paper award. Please indicate your nominations in the form as follows.

f. If you are **nominating a paper for a best paper award,** please provide 2-3 sentences explaining why you think the paper should be nominated, in your "**Comments to Committee**" field in your AE report.

5. Also, you may indicate whether a paper meets the criteria (qualifies) for the **Sponsored AIS awards**. You may find the links to the description of these awards by clicking on any of the relevant awards (e.g., the following: Kauffman Best Paper Award and Kauffman Best Student Paper Award. among others).

6. Once you have completed entering your ratings and any comments, be sure to click "**Record Changes**."

7. Under the "**Submissions to Coordinate (as AE)**" heading, you should see that the status has changed from "**incomplete**" in red to "**complete**" in green for the paper processed.

Nominating a Best Reviewer

We would like to recognize the contributions of reviewers who have provided high-quality and timely input. Please take the time to **identify such a reviewer from those who provided input on papers you handled**. After you have submitted your reports, **email your Track Chairs (on your own – not through PCS) with your reasons for nominating this reviewer**.

Full Timeline

Deliverable	Due	From
Initial manuscripts	by May 3	Authors
Papers released to TCs after format, plagiarism, and duplication checks	May 10	Review Coordinators
Identify and inform PCs of any papers to be moved to other tracks	May 15	TCs
AE assignment	May 15	TCs
Early reject for fit with conference/MIS	May 17	TCs
Assignment of 3 reviewers	May 18	AEs
Inform and consult TCs about early rejects for expedited review	May 20	AEs
Confirmation of early rejects in PCS	May 22	TCs
Early reject reports due	June 5	AEs
Endorsement of AE early reject reports	June 9	TCs
Early reject decisions sent out	June 17	PCs
Paper reviews	June 17	Reviewers
Check for review completion	June 17-24	AEs and TCs
AE Paper reports and recommended decisions	July 5	AEs
AE Best paper recommendations	July 5	AEs
TC Paper (recommended) decisions	July 11	TCs
TC Best paper nominations	July 14	TCs
Best AE and best reviewer nominations	July 14	TCs
Author decision notification	July 31	PCs
Revised manuscripts	by September 5	Authors
Check if review comments have been addressed	September 5-19	TCs
Format and plagiarism checks	September 5-19	Review Coordinators
Final paper decisions in PCS	September 19	TCs
Papers with minor formatting violations fixed	by September 21	Authors
Session chair and session planning suggestions	September 30	TCs

Awards Criteria and Processes

Award	Criteria	Process
Best Paper in Track Award	▪ Completed Research Paper ▪ Could be a conceptual, method, or empirical paper	▪ AEs / TCs nominate papers ▪ TCs select one paper from their track for award
Best Overall Conference Paper Award – in Honor of TP Liang	▪ Completed Research Paper ▪ Could be a conceptual, method, or empirical paper	▪ PCs or their delegates select from among Best Paper in Track awardees
Best Design Science Award – in Recognition of Nunamaker-Chen Award	▪ Completed Research Paper ▪ Research employing IS design science methods or techniques.	▪ To Be Determined
Best Short Paper Award – in Honor of TP Liang	▪ Short paper ▪ Innovative	▪ AEs / TCs nominate papers ▪ TCs select at most ONE paper in their track to nominate for Best Short Paper Award ▪ PCs (or their delegates) select from among tracks' nominees for Best Short Paper Award
Best Student Paper Award – in Honor of TP Liang	▪ The first author is a student ▪ Completed Research Paper ▪ Could be a conceptual, method, or empirical paper	▪ AEs / TCs nominate papers ▪ TCs select at most ONE paper in their track to nominate for Best Student Paper Award ▪ PCs (or their delegates) select from among tracks' nominees for Best Student Paper Award
Kauffman Best Paper Award on Information Systems, Innovation, and Entrepreneurship	▪ Please see Kauffman Best Paper Award	▪ AEs / TCs nominate papers ▪ TCs select at most ONE paper in their track to nominate for Kauffman Best Paper Award ▪ PCs (or their delegates) select from among tracks' nominees for Kauffman Best Paper Award
Kauffman Best Student Paper Award on Information Systems, Innovation, and Entrepreneurship	▪ Please see Kauffman Best Student Paper Award	▪ AEs / TCs nominate papers ▪ TCs select at most ONE paper in their track to nominate for Kauffman Best Student Paper Award ▪ PCs (or their delegates) select from among tracks' nominees for Kauffman Best Student Paper Award