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Reviewing for ICIS 2023

Reviewing for ICIS should be taken seriously as a reviewer has significant inputs into paper acceptance decisions for ICIS and may potentially shape papers that eventually progress to publications. Therefore, this guide should provide guidance for reviewers on how submissions to ICIS 2023 should be assessed and what are the essential steps in the review process.

Reviewers need to be aware of the essential steps and criteria related to assessing submissions for ICIS 2023. They should also carefully read the Track Descriptions for the track for which they are reviewing as well as the Types of Submissions information that specifies criteria for the different kinds of submissions (e.g., Completed Research paper, Short paper, etc.).

Please become familiar with the Reviewer component of the PCS system, as described in this guide.

Overview of the Review Process

The review process of all papers except for Panel proposals and PDW proposals follows a double-blind process with several involved participants, i.e., Program Chairs, Review Coordinators, Track Chairs, Associate Editors (AEs), as well as Reviewers. Therefore, authors need to anonymize their submissions (also delete self-citations where necessary). Thus, all parties related to the review process **should immediately declare a conflict of interest** as soon as they become aware of this fact. This includes personal relationships, teacher/student/advisor or employment relationships, the same institution, co-authors, or current research collaborators (see https://misq.org/conflict). When in doubt, please contact your track chairs. Besides, at any point in time, **all participants involved in the review process are expected to handle the submissions, reviewers, and the review process in a confidential manner.**

Key Steps in the Review Process

Overall, the ICIS 2023 review process contains several crucial steps to ensure high-quality proceedings and presentations. Due to the high number of submissions, it is essential that all involved parties <u>strictly adhere to the communicated timelines</u> to ensure a timely review process.

1. Initial Reject

After the submission deadline expires, Review Coordinators assess papers for mainly technical issues that warrant an initial rejection (e.g., exceeding the maximum paper length, non-compliance with submission template, etc.). These papers will not be assigned to Track Chairs. 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 deny 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. All other papers continue through the regular review process.

4. Review Phase

Associate Editors (AEs) assign papers to three reviewers, ensuring a diverse and also experienced review team. 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 to the AE and Track Chairs are consistent with the quantitative scores and

recommendations that they have entered into the review system.

5. Associate Editor Reports

Associate Editors (AEs) write a report for every paper based on the review team's comments and their own assessment of the paper. The report should be detailed and highlight the AE's views about the fundamental reasons leading to 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 if necessary. If the AE recommends a conditional accept of the paper, 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, the 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

On the basis of 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 have to make adjustments to their papers in accordance to the reviews and submit their paper as a camera-ready version, with author information as well as acknowledgments. The revised papers should adhere to the revision template provided for this purpose.

Once resubmitted, the revised papers will be reviewed by the Track Chairs to verify that 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 are required to provide a point-by-point response to the review packet. Final acceptance notifications will be communicated to authors by the Program Chairs.

Volunteering to Review

1. Go to https://new.precisionconference.com/review_volunteering

2. Select the following options from the dropdown list:

a. Society: AIS

b. Conference/Journal: ICIS 2023

c. Alongside **"submissions,"** select the number of reviews you will be able to perform. ==(Please note that we strongly recommend you not to volunteer for more than 3 reviews unless an exceptional situation warrants it.==)

d. You need not volunteer for **"TREO"** reviews at this time – there will be a separate call for it.

Volunteer to Review

Only tracks that are open to volunteering will appear below.

	Society	Conference/Journal
Show only	AIS	ICIS 2022

As soon as you select a number of reviews below, your selection will be recorded and confirmed by a fading green background. There is no 'Submit' button on this page.

AIS
  ICIS 2022
    submissions   due June 17, 2021 11:59pm EDT (Eastern Daylight Time - New York Time)

3. To select the tracks for which you'd like to review for ICIS 2023: Click on "**Reviews**" at the top menu and then click on "**Provide areas of expertise**."

	Submissions	Reviews	Account

Reviews

Volunteer to review
Provide areas of expertise
Provide sample publications
Provide reviewing background
Manage conflicts
See reviewing history

Reviews in Progress   [Help]
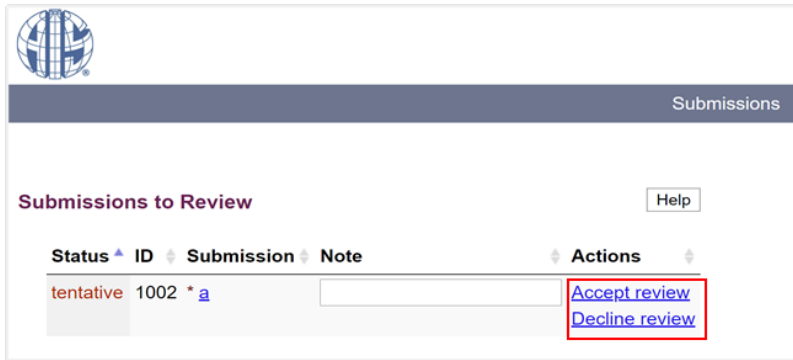
Assigned ▲	Completed ⬍	Category	Action ⬍	
		ICIS 2020 submissions *	Review (as a committee member)	* conference year will vary

4. Select the "**Society**" (**AIS**) and "**Conference/Journal**" (**ICIS 2023**) again.
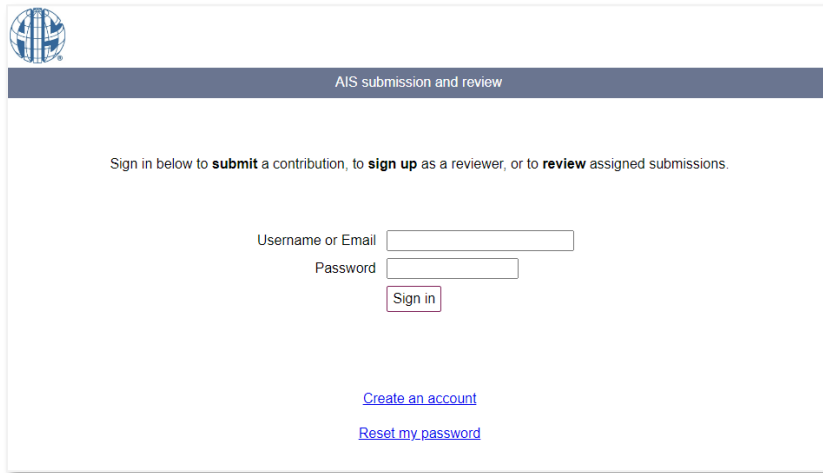
5. Scroll down to the "**Expertise**" section. The ICIS 2023 tracks appear below that. Please indicate the tracks for which you would like to review by indicating "**expert**" or "**competent**" for those tracks. Needless to say, please do not select tracks where you have limited or no expertise.

Writing a Review of a Submission

Logging In

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

2. Enter your "**User ID**" and "**Password**" and "**Login**"

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

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

Menu Options

Once logged in, from the ICIS 2023 PCS home page, select **"Reviews"** and then **"Review"** under the "**Reviews in Progress**" heading for the ICIS 2023 Submissions.

Reviewing Submissions

1. After you click on **"Review,"** you can see the paper assigned to you and choose to "Accept
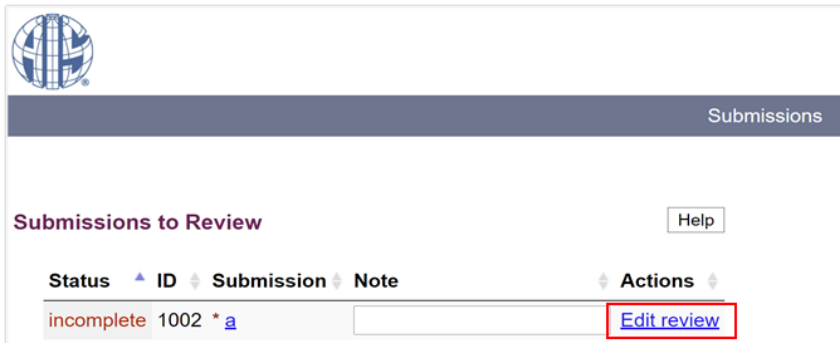
review" or "Decline review" in the "**Actions**" column.

2. If you choose to accept review, then you can edit your submission to complete it.

3. Once you click "**Edit review,**" the first thing you will need to do is to provide your overall rating of the submission and a rating of your own expertise:

4. Next, enter "**Comments for Authors**" as well as "**Comments to Committee**":

5. Finally, to complete your review, please click on the "**Record Changes**" button.
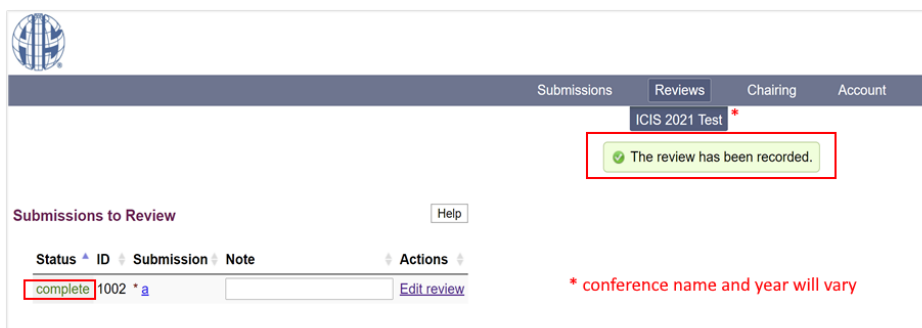
6. You should receive a confirmation mail and the status of the review should change to "**complete**"

Importance of a Timely Review

The ICIS 2023 review process contains several crucial steps to ensure high-quality proceedings and presentations. Due to the high number of submissions, it is essential that all involved parties strictly adhere to the communicated timelines to ensure a timely review process. Reviewers play a key role in ensuring AEs, TCs, and the Program Chairs meet their deadlines. In order for AEs to complete their reports, TCs to record their decisions, and the Program Chairs to be able to notify authors on time, it is imperative that you submit your review by **June 17, 2023**.

How to Assess Submissions to ICIS 2023

Key aspects for assessing submissions to ICIS 2023 were communicated to the authors (please see the "Types of Submissions & Instructions" page) prior to submission. Central to assessing the submissions is the contribution of the paper. Reviewers should, therefore, take three very important aspects into account:

First, paper submissions to ICIS 2023 can make a contribution to IS research by using diverse methodological and theoretical approaches. Thus, please assess papers using criteria relevant to the paper's methodological and theoretical approach. We would encourage you to adopt an open-minded attitude when reviewing papers, given the diversity of approaches in our field.

Second, there are different submission types for ICIS papers. For most tracks (except for the Digital Learning and IS Curricula, Panels, and PDW tracks), the relevant distinction is between completed research and short papers. Thus, please take a look at the "Types of Submissions & Instructions" document for the review criteria for different submission types.

Third, a high-quality review is typically at least about **one page of written text** that provides constructive recommendations for concerns being raised, especially in the case of rejection. Authors will be thankful for the guidance, even though their paper might have been rejected. In either case, it is important to set the tone of the review as constructive, respectful, and open-minded. Rai (2016) provides excellent guidance on how to write good and constructive reviews.

We thank you for your willingness to review for ICIS 2023, especially if you have submitted a paper to the conference and provide a high-quality and timely review.

References

Rai, Arun. 2016. "Editor's Comments: Writing a Virtuous Review," MIS Quarterly, (40:3) pp. iii-x.