



ICIS 2021 Associate Editor Guide – Tips and Tricks

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Note: All names and emails (other than ICIS2021ReviewCoord@gmail.com for your queries) that appear in the guide are ONLY for the purpose of illustrating how to use the system.

*With the large number of submissions, our timeline for notifying authors of decisions on their papers is very tight. We, therefore, **MUST** stay on track with each milestone on our timeline. Please see the full timeline at the end of this document. We count on your timely completion of your milestones.*

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 2021 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 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 2021 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 for those that they think cannot survive the review process and will write the review report themselves. For papers assigned to them, AEs should assess each paper's scholarly contribution and potential for ICIS 2021. If the AE feels that a paper has very little likelihood of being accepted at ICIS 2021, 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 offer them the opportunity to submit their work elsewhere. 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, does not have the potential for being accepted at ICIS. The Track Chair then endorses the review report, and the Program Chairs inform the authors of the decision. 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 2021, keeping in mind the short revision cycle of ICIS 2021.

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

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.

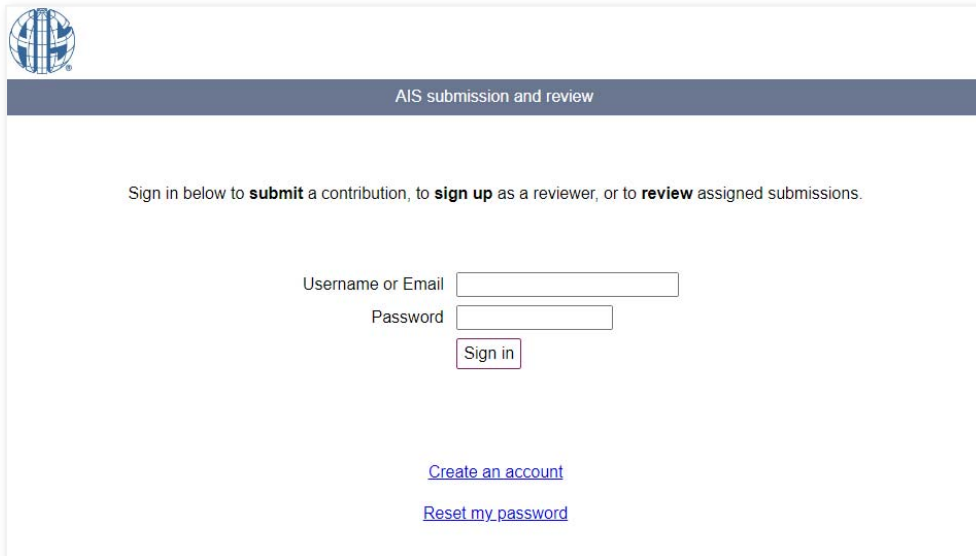
8. Revisions

In the revision process, authors have to make adjustments to their papers in accordance with 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.

Logging In

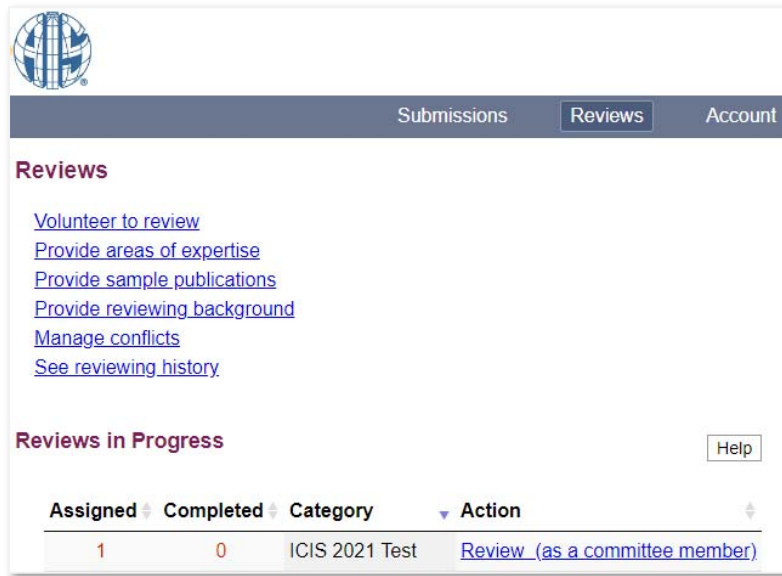
1. Go to the ICIS 2021 submission site: <https://new.precisionconference.com/user/login>
2. Enter your **“Username or Email”** and **“Password”** and click **“Sign in.”**
 - a. If this is your first time logging in, refer to the login email that you received from the Precision Conference System (PCS) in Feb/March OR enter the email address that 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.



The screenshot shows the login page for the AIS submission and review system. At the top left is a globe icon. Below it is a dark blue header with the text "AIS submission and review". The main content area has a heading "Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions." Below this heading are two input fields: "Username or Email" and "Password". A "Sign in" button is positioned below the password field. At the bottom of the form, there are two blue links: "Create an account" and "Reset my password".

Menu Options

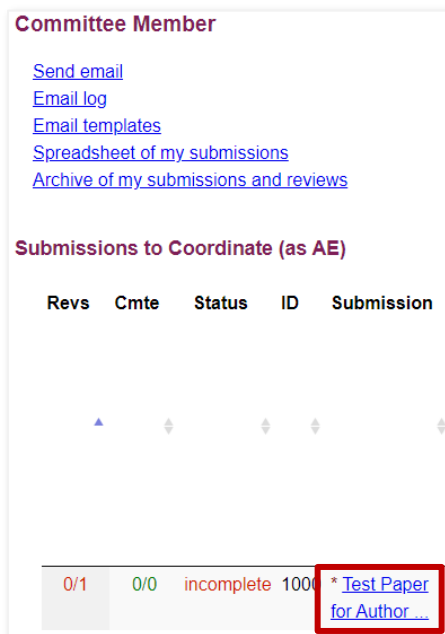
1. Once logged in, from the ICIS 2021 PCS home page, click **“Reviews”** and then **“Review (as a committee member)”** under the “Reviews in Progress” heading



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).”**



Revs	Cmte	Status	ID	Submission
0/1	0/0	incomplete	100%	* Test Paper for Author...

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

Submission 1000 - "Test Paper for Author Guide"

Reviews

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

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

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

Author Agreement

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

Document

Completed Research Paper

[The file \(31.2 KB\)](#)

[Return to list of reviews](#)

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, do a brief review of each submission to make sure that the paper **"fits"** in your track. If you think that 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 appropriate tracks.

Early Rejects

1. When prescreening papers, AEs are to identify any papers that they think should be given an

Early Reject, without sending them to reviewers. Note: If you determine that any paper assigned to you should be early rejected due to insufficient quality, i.e., unlikely to “survive” the review process, you will need to provide a detailed and constructive review of the paper to your track chairs by **June 6, 2021**.

2. This determination needs to be made quickly (latest by **May 21, 2021**). 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.

Reviewer	Role	Score	Review	Action	Invitation
[blurred]	AE			edit	

3. Then 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 reject. 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

4. Once you enter the recommendation for an early reject, the Track Chairs will need to evaluate it. If they concur, they will recommend early reject to the Program Chairs, and you will be expected to produce a detailed review report (by **June 6, 2021**). Your deadline for early rejection recommendations to the Track Chairs is **May 21, 2021**.
5. Your deadline for providing a detailed and constructive review report is **June 6, 2021**. 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 do **NOT limit your choice of reviewers to**

students or colleagues from your own 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.

- To assign reviewers, click on the paper title under the “Submission” column.
- 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
[Reviewer Name]	AE			edit	
[Reviewer Name]	reviewer			remove	invite

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

- Please search for the reviewer name or email under the “**Assign reviewer**” field. If there is a reviewer match, you will be able to find the reviewer’s name and click “**Continue.**” If there is not a match, you will find that the “Assign reviewer” field is blank. 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.

- Alternatively, you can look for potential reviewers that have volunteered to review for your track. You can do so by selecting “**Show potential reviewers.**” You will see the below screen.

#1014 - Potential Reviewers

Restrict to reviewers at least at

and at least at

Below, bids are 1=want, 2=willing, 3=reluctant, and C=conflict. A score of -1 means that the person has not uploaded their sample publications.

Previous Next Show entries Search:

Score	Bid	Name	Committee?	Volunteered Reviews	Assigned Reviews	Primary Reviews	Secondary Reviews	Action
-1		Test Committee	cmte	0	4	2	2	assign
-1		AE User	cmte	0	1	1	0	AE
-1		Test Reviewer		0	2			assign

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 own knowledge of people in the field and inviting them to review.
 - d. Click **“assign”** for the reviewer you choose.

7. Once you have chosen the reviewers, please click on **“invite”** under invitation.

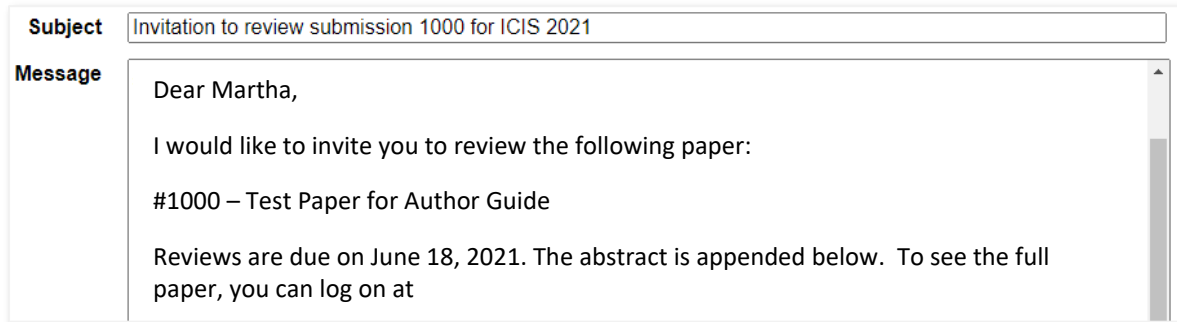
Submission 1000 - "Test Paper for Author Guide"

Reviews

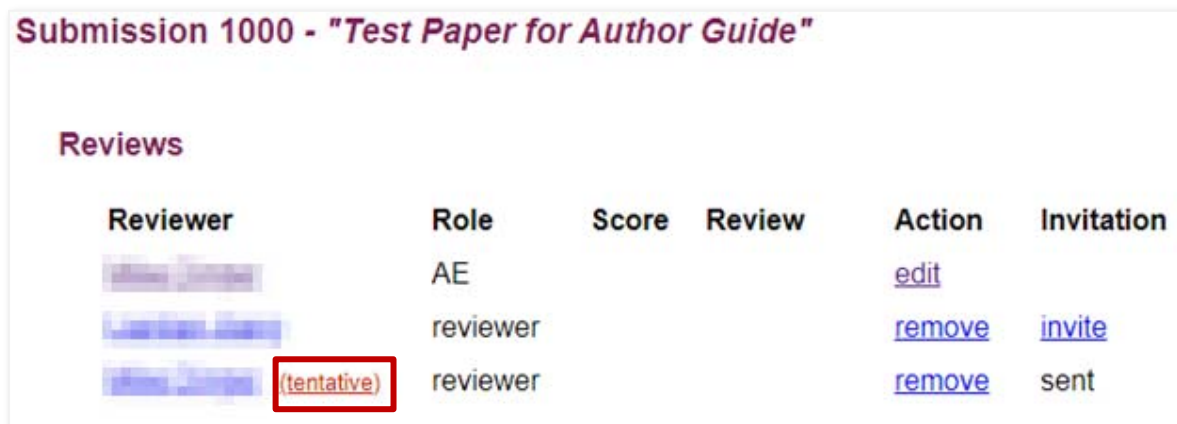
Reviewer	Role	Score	Review	Action	Invitation
Mia Cheng	AE			edit	
Larissa Jiang	reviewer			remove	invite

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

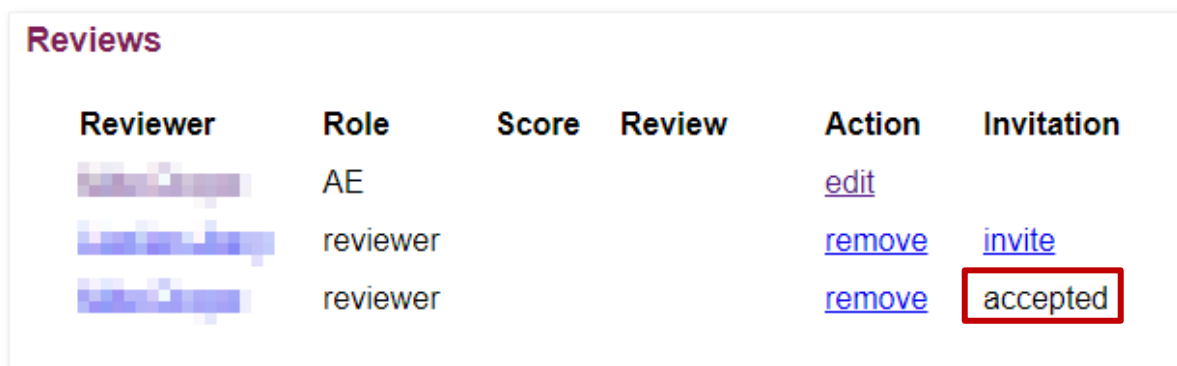
generated. **Please CC yourself in the email.** Send the email to the reviewer. An email will be generated that includes auto-populated links when the email is sent:



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.



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 the day, please follow-up with them outside of PCS.**





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.**

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
	AE			edit	
	reviewer			remove	invite

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

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

- Repeat this process until you have invited enough reviewers for each submission. **Please assign three reviewers per paper.**
- All reviewer assignments for your papers should be done by **May 19, 2021.**

Associate Editor Recommendations

- To monitor reviews, from the ICIS 2021 PCS home page, select **"Reviews"** and then **"Review (as a committee member)."**
- 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 would mean 1 review had been completed out of 2 assigned). The system includes color-coding; green to indicate when sufficient reviews are done and red when needed reviews are still outstanding.

Submissions to Coordinate (as AE)

Revs	Cmte	Status	ID	Submission
0/1	0/0	incomplete	1000	Test Paper for Author ...

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

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[blurred]	AE			remove edit	
[blurred]	reviewer	5	* review 1	remove	invite
[blurred]	reviewer	2	* review 2	remove	invite

Assign reviewer [Continue](#)

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[Mail to subcommittee chairs of this submission](#)
[See all reviews on one page](#)
[See log](#)

- 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.
 - If you did not choose to recommend an early reject, please indicate **“not early reject”**
 - 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 is deserving of a nomination for a best paper award. Please indicate your nominations in the form as follows.

Would you nominate the paper for any of the below awards:

- Best Completed Research Paper for the Track
- Best Short Paper for the Track
- Best Student Completed Research Paper (Student must be First Author)
- Best Theory Development Paper (Completed Research Papers only)

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 **Kauffman-Sponsored AIS awards**. You may find the links to the description of these awards by clicking the following: [Kauffman Best Paper Award](#) and [Kauffman Best Student Paper Award](#).

Please indicate if the paper qualifies for the Kauffman Sponsored Best Paper Award on Information Systems, Innovation, and Entrepreneurship:

- Kauffman Sponsored Best Paper Award ([Best Paper criteria here](#)) ([Student Paper criteria here](#))

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.

Submissions to Coordinate (as AE)

Revs	Cmte	Status	ID	Submission
2/2	0/0	complete	1014	Test Submission 03

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 among those that provided inputs on papers that you handled**. After you have submitted your reports, **email your Track Chairs (on your own – not through PCS) nominating this reviewer, with your reasons**.

Full Timeline

Deliverable	Due	From
Initial manuscripts	by May 4	Authors
Papers released to TCs after format, plagiarism, and duplication checks	May 11	Review coordinators
Identify and inform PCs of any papers to be moved to other tracks	May 13	TCs
AE assignment	May 15	TCs
Early reject for fit with conference/MIS	May 15	TCs
Assignment of 3 reviewers	May 19	AEs
Inform and consult TCs about early rejects for expedited review	May 21	AEs
Confirmation of early rejects in PCS	May 23	TCs
Early reject reports	June 6	AEs
Endorsement of early reject reports	June 10	TCs
Early reject decisions sent out	June 18	PCs
Paper reviews	June 18	Reviewers
Check for review completion	June 18-25	AEs and TCs
AE Paper reports and recommended decisions	July 5	AEs
AE Best paper recommendations	July 5	AEs
TC Paper (recommended) decisions	July 12	TCs
TC Best paper nominations	July 15	TCs
Best AE and best reviewer nominations	July 15	TCs
Author decision notification	July 31	PCs
Revised manuscripts	by Sept 6	Authors
Format and plagiarism checks	Sept 20	Review coordinators
Final paper decisions in PCS	Sept 20	TCs
Papers with minor formatting violations fixed	by Sept 21	Authors
Session chair and session planning suggestions	Sept 30	TCs

Awards Criteria and Processes

Award	Criteria	Process
Best Paper in Track Award	<ul style="list-style-type: none"> Completed Research Paper Could be a conceptual, method, or empirical paper 	<ul style="list-style-type: none"> AEs nominate papers TCs select one paper from their track for award
Best Overall Conference Paper Award	<ul style="list-style-type: none"> Completed Research Paper Could be a conceptual, method, or empirical paper 	<ul style="list-style-type: none"> PCs or their delegates select from among Best Paper in Track awardees
Best Theory Development Paper Award	<ul style="list-style-type: none"> Completed Research Paper Displays insightful abstraction from data and/or prior literature, advancing the state of knowledge on an existing theory or offering a new theoretical perspective 	<ul style="list-style-type: none"> AEs nominate papers TCs select at most ONE paper in their track to nominate for Best Theory Development Paper Award PCs (or their delegates) select from among tracks' nominees for Best Theory Development Paper Award
Best Short Paper Award	<ul style="list-style-type: none"> Short paper Innovative 	<ul style="list-style-type: none"> AEs 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	<ul style="list-style-type: none"> The first author is a student Completed Research Paper Could be a conceptual, method, or empirical paper 	<ul style="list-style-type: none"> AEs 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	<ul style="list-style-type: none"> Please see Kauffman Best Paper Award 	<ul style="list-style-type: none"> AEs 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	<ul style="list-style-type: none"> Please see Kauffman Best Student Paper Award 	<ul style="list-style-type: none"> AEs 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