



ECIS 2022 Associate Editor Guidelines



Contents

| | |
|---|------------------------------|
| IMPORTANT DATES AND DEADLINES | 2 |
| ASSOCIATE EDITOR RESPONSIBILITIES FOR PAPER REVIEWS | 2 |
| ACCEPTANCE RATES | ERROR! BOOKMARK NOT DEFINED. |
| ASSOCIATE EDITOR GUIDELINES ON PCS USE | 3 |

Important Dates and Deadlines

| Date | Deadline |
|--|---|
| At the latest by December 6, 2021 | Associate Editor receives review assignment(s) from Track Chairs |
| At the latest by December 13, 2021 | Reviewers receive review assignments from Associate Editors Associate Editor can raise desk-reject case(s) |
| December 23, 2021 | Reviewers need to have accepted their review assignment(s) |
| At the latest by January 17, 2022 | Reviewers submit their reviews via PCS (strict deadline!) |
| At the latest by January 28, 2022 | Associate Editor enters her/his meta-review(s) including her/his recommendation(s) into PCS |
| June 18-24, 2022 | ECIS 2022 Conference |

Associate Editor Responsibilities for Paper Reviews

The Track Chairs will assign each paper to an Associate Editor.

For each paper, the Associate Editor **MUST** recruit three reviewers. Please inform the Track Chairs if you are not able to recruit three reviewers. Track Chairs usually have a rich network and can help you recruit extra reviewers.

Please note, we do not want papers to have more than three reviewers. Reviewers will be removed from papers once three reviewers have accepted their assignment.

In terms of the review team, **at least two reviewers must have a PhD degree** and the third reviewer can be a near-completion PhD student with research expertise related to the topic of the paper.

As reviewers may decline to review or be late with their paper reviews (e.g., because of conflict-of-interest concerns), it is recommended to have back-up reviewers in mind for such cases.

Before sending out a paper for review, Associate Editors should check whether a paper is a desk-reject candidate, either for academic reasons or because of formatting issues. If you would like to desk-reject a paper, please contact the Track Chairs who will ask you to provide a justification for your suggestion (for internal assessment) and a decision letter outlining the desk-reject decision to the authors.

The desk-reject decision should not be made later than *December 13, 2021*.

As an Associate Editor, you should monitor the quality of reviews. We have told reviewers that they are expected to provide reviews of at least 500 words. You may return the review to the reviewer if you think it can be improved to be more helpful to you and/or the authors.

Ultimately, the Associate Editors are responsible for the quality of the overall review package that the authors receive. This might involve writing a more thorough and comprehensive report/meta-review on the paper if the reviewers simply recommended rejecting the paper without much helpful explanation.

Three reviews are expected for each paper, the hard deadline for reviewers is *January 17, 2022*. Once all reviews are submitted, you can provide your assessment of the paper.

The standard Associate Editor meta-review is expected to be at least 150 words long.

In your meta-review, you should address any inconsistencies between reviews and propose a recommendation on the paper for the Track Chairs to take action on.

As noted above, the deadline for the reviewers is *January 17, 2022*, and your meta-review along with your recommendation to the Track Chairs is due by ***January 28, 2022***.

The final decision on papers will be made by the Program Chairs in consultation with the Track Chairs. Thus, you should be making recommendations rather than decisions. As such, please do not write in the AE report a reject or accept decision. You will be asked to provide an “overall rating of the submission.”

Associate Editors should also make recommendations to the Track Chairs for the different paper award categories.

Associate Editor Guidelines on PCS Use

If you have any questions or issues with the system, please contact the Track Chairs first (before escalating the issue). The Track Chairs tend to have rich experience with the system.

Login with your personal credentials

Go here: <https://new.precisionconference.com>

- After the first login, you need to actively choose „Society-[AIS]“, „Conference/Journal-[ECIS 2022]“ and „Track-[ECIS 2022 Papers]“, then click [Go] to continue to your „Reviewer page“.
- If you forgot your password, click „Reset my password“.
- If you do not have an account, click „Create an account“.

Associate Editor’s Review Page

1. Go to Your Review Homepage.
2. Click “Review (as a committee member)”.
3. The full list of submissions (papers) that you need to coordinate as an Associate Editor will show.

Invite/Assign a Reviewer to a Submission

Click on the title of the submission you would like to assign reviewers to. Once you click on the submission title, PCS will show you the submission page of this paper.

To assign a reviewer, you can then search for existing reviewers by using their:

- Name, or
- Surname, or
- Email address.

Once you have found the person you would like to assign as reviewer for the paper, click “Continue”. The page will then be updated.

After clicking on “Invite”, the “invite a reviewer” email template will pop up.

This template is pre-defined by the PCS. You need to specify the “**Track name**” and “**Paper type**” (complete research paper or research-in-progress paper). This information is important for reviewers to write a proper review.

After inputting the required text, you can click

- “Send email” (then a reviewer will get a notification) or
- “Do not send email” (then a reviewer will NOT get a notification).

Once the reviewer has been assigned, the Paper Submission page will update accordingly.

If the reviewer you want to add is not registered in the system, you can add this reviewer by entering her/his email address in the “Assign Reviewer” text box.

Once you click “continue”, a form will pop up and will request you to enter data about the person you are trying to add. Make sure you complete all required fields.

After clicking on “Create”, PCS will take you to the “Assign a reviewer” email template.