



# ICIS 2019 Associate Editor Guide – Tips and Tricks

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## Managing Reviews of a Submission

### Logging In

1. Go to the ICIS 2019 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 an AE.
  - b. If you do not know your password or have forgotten it, click on “Reset my password” link.

PCS  
Precision Conference Solutions

You have signed out.

Sign in below to **submit** a contribution, to **sign up** as a reviewer, or to **review** assigned submissions.

Username or Email   
Password

Remember me

[Create an account](#)  
[Reset my password](#)



## Menu options

- Once logged in, from the ICIS2019 PCS home page, select **“reviews”** and then **“Review (as a committee member)”** under the “reviews in progress” heading for the ICIS 2019 Submissions.

The screenshot shows the PCS website navigation bar with 'Submissions', 'Reviews', and 'Account' tabs. The 'Reviews' tab is highlighted with a red box. Below the navigation bar, there are links for 'Volunteer to review', 'Provide areas of expertise', 'Provide sample publications', 'Manage conflicts', and 'See reviewing history'. Under the 'Reviews in Progress' section, there is a 'Help' button and a table with the following data:

Assigned	Completed	Category	Action
0	0	ICIS 2019 Submissions	<a href="#">Review (as a committee member)</a>

## Reviewing Initial Submissions

- After you click on **“Review (as a committee member)”**. From here you see all papers assigned to you, under the header “Submissions to Coordinate (as AE)”.

The screenshot shows the PCS website navigation bar with 'Submissions', 'Reviews', and 'Account' tabs. The 'Reviews' tab is selected, and a sub-menu 'ICIS 2019 Submissions' is visible. Below the navigation bar, there are links for 'Send email', 'Email log', 'Email templates', 'Spreadsheet of my submissions', and 'Archive of my submissions and reviews'. Under the 'Submissions to Coordinate (as AE)' section, there is a 'Help' button and a table with the following data:

Revs	Cmte	Status	ID	Submission	My Early Reject?	Note	Actions
0/0	0/0	incomplete	1028	<a href="#">Test Submission 1028</a>			<a href="#">Edit review</a>
0/0	0/0	incomplete	1041	* <a href="#">Test Full Paper - Pages ...</a>			<a href="#">Edit review</a>
0/0	0/0	incomplete	1052	* <a href="#">ICIS 2019 Test Submission ...</a>			<a href="#">Edit review</a>
0/0	0/0	incomplete	1036	* <a href="#">Test 1036</a>			<a href="#">Edit review</a>
0/0	0/0	complete	1061	* <a href="#">testpaper</a>	reject		<a href="#">Edit review</a>



2. You can click on the **submission title** to see the full information for each submission.

### Submission 1017 - "Full 2017"

#### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	

Assign reviewer

[Show potential reviewers](#)

[Mail to subcommittee chairs 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 file for review.

#### Author Agreement

*(blank)*

#### Document

[The file \(516.2 KB\)](#)

IMPORTANT! Before assigning papers to reviewers:

- 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 paper assigned to you, please let the track chairs know. They will reassign it.
- In addition, do a brief review of each submission to make sure that the paper "fits" in your track. If you think that any papers belong to a different track, please notify the track chairs. They will work with program chairs to redirect those papers to appropriate tracks.



## Early Rejects

1. AEs are to prescreen papers and identify any that should be given an early reject, without assignment to reviewers. Note: If you determine that any paper assigned to you should be desk rejected due to insufficient quality, i.e., lack a chance of “surviving” the reviewing process, you will need to provide a detailed and constructive review of the paper to your track chairs by 2 June.
2. This determination needs to be made quickly. Once you determine that you would like to recommend an early reject, please click on “**edit**” as shown in the screen below.



Submissions **Reviews** Account

ICIS 2019 Submissions

**[EXTENDED] Submission 1052 - "ICIS 2019 Test Submission 1052"**

Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<input type="radio"/> <a href="#">edit</a>	

Assign reviewer

3. Please click on the early reject radio button to inform the program chairs and track chairs that you are not sending the paper out for review because you consider this a candidate for early reject. If you are ready, you can provide a detailed and constructive report for authors in the “Comments to Authors” text box. If you are not ready with the detailed and constructive report, or you would like to check with the Track Chairs, please record your comments to the track chairs under the “Comments to Committee” text box, and email the track chairs individually.

**Edit review of 1052 - "ICIS 2019 Test Submission 1052"**

**Early Reject?**

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

- early reject
- not early reject

4. *Once you enter the recommendation for a desk 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 2 June. The deadline for desk rejection recommendations to the Track Chairs is **May 17, 2019**.*
5. *Your deadline for providing a detailed and constructive review report is **2 June**. To do so, please repeat steps 2 and 3 above.*

**Assigning Reviewers**

1. To assign reviewers, click on the paper tile under the "**submissions**" column.
2. On the manage reviewers page you will see your name listed under Reviewer. Note that your role is "associate editor." You will see an "Assign Reviewer" input field. Please use this to search for specific reviewers.

**Submission 1036 - "Test 1036"**

**Reviews**

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	

**Assign reviewer**

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



3. If you know the reviewer name, 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. Click “Continue”. You will be able to create a new account:

**Create a new account**

Given name

Family name

Email

4. If the account already exists for the email address, you will see an error message below the dialogue box as follows:

**Create a new account**

Given name

Family name

Email

- a. Note: If you assign a reviewer and later want to “**Unassign**” 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 that have volunteered to review for your track. You can do so by selecting “**Show potential reviewers**”. You will see the below screen.



### #1036 - 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
1.00		<a href="#">AETest1 AE test</a>	cmte	0	8	8	0	<a href="#">AE</a>
-1		<a href="#">Traci Carte</a>	cmte	0	0	0	0	<a href="#">assign</a>
-1		<a href="#">Test Committee</a>	cmte	0	4	2	2	<a href="#">assign</a>
-1		<a href="#">WF2 Test</a>	cmte	4	0	0	0	<a href="#">assign</a>

### 6. Select the following:

- Restrict to reviewers at least “Competent” at “This submission’s keywords – [your track title]”, and click “Update”.
- You will see a list of reviewers who have volunteered to review at 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 in the list.
- Note that the best approach to identifying reviewers is to rely upon your own knowledge of people in the field and to invite them to review.**
- Click “assign” for the reviewer you choose.

- Once you have chosen the reviewers, please click on “invite” under invitation. To do this, click on “**invite**” under Invitation.

### Submission 1004 - "Full Paper 1004"

#### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	
<a href="#">WF2 Test</a>	reviewer			<a href="#">remove</a>	<a href="#">invite</a>



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 extract of the email will be as follows:

I would like to invite you to review a paper for ICIS 2019:

#1004 - Full Paper 1004

The abstract is appended below. To see the full paper, you can log on at

<https://new.precisionconference.com/ais>

Please click one of the two links below to accept or decline this request:

[https://new.precisionconference.com/ICISb/accept\\_review/MTA\\_-XPYukVJ8kQJDEhCjeNzhrqtIY](https://new.precisionconference.com/ICISb/accept_review/MTA_-XPYukVJ8kQJDEhCjeNzhrqtIY)

[https://new.precisionconference.com/ICISb/decline\\_review/MTA\\_-XPYukVJ8kQJDEhCjeNzhrqtIY](https://new.precisionconference.com/ICISb/decline_review/MTA_-XPYukVJ8kQJDEhCjeNzhrqtIY)

Please note that when the reviewer clicks on the accept/reject link, the email notifications **do not** go to you. Hence, we have also reminded the reviewer to notify you via email if they decline the invitation, by noting: "If you decline the invitation, please also send a personal email to my email account to let me know."

You can also keep track of the invitations by going back to the page of the submission. Once you send an email invitation, the assignment will be indicated as [tentative] as per the diagram below.

### Submission 1004 - "Full Paper 1004"

#### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1</a> <a href="#">AE test</a>	AE			<a href="#">edit</a>	
<a href="#">WF2 Test</a> <span style="border: 1px solid red; padding: 2px;">tentative</span>	reviewer			<a href="#">remove</a>	sent





If the reviewer accepts the invitation by clicking on the accept link in the invitation email, the invitation status will change to “accepted”.

### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	
<a href="#">WF2 Test</a>	reviewer			<a href="#">remove</a>	accepted

If Reviewers reject 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.

### Submission 1004 - "Full Paper 1004"

#### Reviews

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	

Assign reviewer

[Show potential reviewers](#)

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

Assign reviewer

[Show potential reviewers](#)

[Mail to reviewers of this submission](#)

[Mail to subcommittee chairs 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 no fewer than two and no more than three reviewers.**

- All reviewer assignments should be done by **May 14, 2019**.



## Associate Editor Recommendations

- To monitor reviews, from the ICIS2019 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. 1/2 means 1 review is completed out of 2 reviews assigned). The systems includes color coding; green to indicate when sufficient reviews are done and red when needed reviews are still outstanding.

### Committee Member

- [Send email](#)
- [Email log](#)
- [Email templates](#)
- [Spreadsheet of my submissions](#)
- [Archive of my submissions and reviews](#)

### Submissions to Coordinate (as AE)

Help

Revs ▲	Cmte ◆	Status ◆	ID ◆	Submission	◆ My Early Reject? ◆	Note	◆ Actions ◆
0/0	0/0	incomplete	1028	<a href="#">Test Submission 1028</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1041	<a href="#">Test Full Paper - Pages ...</a>		<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1052	<a href="#">ICIS 2019 Test Submission ...</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	complete	1061	<a href="#">testpaper</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1073	<a href="#">* telemedicine in telepsych</a>		<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1070	<a href="#">Short paper 1070</a>		<input type="text"/>	<a href="#">Edit review</a>
1/2	0/0	incomplete	1036	<a href="#">* Test 1036</a>		<input type="text"/>	<a href="#">Edit review</a>
2/2	0/0	incomplete	1000	<a href="#">* ICIS 2019 Full Paper ...</a>		<input type="text"/>	<a href="#">Edit review</a>

- Once your reviewers have submitted their reviews, you will be able to submit your associate editor report, i.e. recommendations to your Track Chairs. Go to each submission.



**Submission 1000 - "ICIS 2019 Full Paper Submission Title"**

**Comments to Authors**

format changes need to be changed. Please change it and upload another version in 48 hours.

**Reviews**

Reviewer	Role	Score	Review	Action	Invitation
<a href="#">AETest1 AE test</a>	AE			<a href="#">edit</a>	
<a href="#">Shi-Ying Lim</a>	reviewer	5	<a href="#">* review 1</a>	<a href="#">remove</a>	<a href="#">invite</a>
<a href="#">WF2 Test</a>	reviewer	2	<a href="#">* review 2</a>	<a href="#">remove</a>	<a href="#">invite</a>

**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](#)

5. You can choose **"See all reviews on one page"** or click on **"review 1"/"review 2"** etc. to see the reviews by each reviewer. Choose **"edit"** under the your AE line to submit your review for the track chairs to consider.
  - a. If you did not choose to give an early reject, please indicate "not early reject"
  - b. You may choose: "Definitely accept", "Probably accept", "Borderline", "Probably reject" and "Definite reject" in your Overall rating.
  - c. Please do not include your recommendation in your comments for authors – the Track Chairs or Program Chairs may come to an alternative conclusion.
  - d. Please consider if the paper is deserving of a nomination for a best paper award. Please indicate your nominations in the form as follows. Please note that the Kauffman awards are new, and details of the awards are provided in links embedded in the form:

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

- Best Paper for the Track
- Most Innovative Short Paper
- Best Theory Development Paper
- Kauffman Best Paper Award on Information Systems, Innovation, and Entrepreneurship ([see details here](#))
- Kauffman Best Student Paper Award on Information Systems, Innovation, and Entrepreneurship ([see details of the Kauffman Best Student Paper Award here](#))



- e. 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 for the review committee” field in your report.
- 6. Once you have completed entering your ratings and any comments, be sure to select **“Record Changes”**.
- 7. Under the submissions list, 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)**

Help

Revs ▲	Cmte ◆	Status ◆	ID ◆	Submission	My Early Reject? ◆	Note	Actions ◆
0/0	0/0	incomplete	1028	<a href="#">Test Submission 1028</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1041	<a href="#">Test Full Paper - Pages ...</a>		<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1052	<a href="#">ICIS 2019 Test Submission ...</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	complete	1061	<a href="#">testpaper</a>	reject	<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1073	<a href="#">* telemedicine in telepsych</a>		<input type="text"/>	<a href="#">Edit review</a>
0/0	0/0	incomplete	1070	<a href="#">Short paper 1070</a>		<input type="text"/>	<a href="#">Edit review</a>
1/2	0/0	incomplete	1036	<a href="#">* Test 1036</a>		<input type="text"/>	<a href="#">Edit review</a>
2/2	0/0	complete	1000	<a href="#">ICIS 2019 Full Paper ...</a>		<input type="text"/>	<a href="#">Edit review</a>