ICIS 2019 Track Chair 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 “Username” and “Password” and select “Sign in”
   a. If this is your first-time logging in, refer to the login email that you received from PCS or enter the email address that you provided to the ICIS 2019 Program Chairs.
   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, select “chairing” then “ICIS 2019 Submissions – [Track Name for your track]”

2. Here you see all actions available to you, as a Track Chair, within the conference submission system.

Reviewing Initial Submissions

1. From your main menu, choose the “submissions” link to see all of the submissions made to your track. Note: there are various other links available on this page, however it is recommended that you only use the “submissions” link.
The submissions view will show you a spreadsheet view of all paper submissions in your track. You can use any of the headings to sort your papers. Note: if you scroll to the right, the submissions page shows submission type (Full or Short) as a radio button (image below). This submission type has been selected by the manuscript authors and should not be changed by the track chairs.

<table>
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<th>Status</th>
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2. You can click on the submission title to see the full information for each submission.

IMPORTANT! Before assigning papers to associate editors:

a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you find your paper or a co-chair paper in your list of track submissions, please let the Program Chairs know. They will reassign it.

b. Early rejects: The ICIS program chairs encourage you to prescreen papers and identify any that should simply be given an early reject. Note: If you (or any of your AEs) determine that any submission to your track should be given an early reject due to insufficient quality, i.e., lacking a chance of “surviving” the reviewing process, please still assign it to an AE (a track chair could be assigned as AE), and highlight to the AE that the paper might be a candidate for early rejection. The AE should provide an in-depth and constructive review report of 1-2 pages that can be sent to the author(s) so they receive an explanation for the early reject. AEs need to make this recommendation immediately putting the paper into your decision queue. The deadline for track chairs to confirm early rejects is May 19, 2019.

Assigning Associate Editors

1. To assign AEs, click on the “submissions” link.

2. Select the paper for which you would like to assign an AE.

3. On the reviewing page you will see a “Assign Reviewer” input field. Please use this to search for specific AEs.
4. If there is an AE match, you will be able to select the AE’s name, and assign him or her by clicking on “Continue”. If there is not a match, you will have to work with the review coordinator team (icis2019queries@gmail.com) to get the AE added. This should happen on very rare occasion; you should strive to use the AEs you identified \textit{a priori}.

a. Note: If you assign an AE and later want to “Unassign” them, you will see that option too. To remove AEs, select the paper from the submissions page. Click on the “remove” link under “Action”.
5. After assigning an AE, you need to inform him or her about this decision. To do this, click on “invite” under Invitation. An automatically populated email template specifying the deadlines for the AE is generated. Please cc yourself in the email. Send the email to the AE. An extract of the email will be as follows:

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

#1110 - Test 1110 BWF

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

https://new.precisionconference.com/aia

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

https://new.precisionconference.com/ICISa/accept_review/NTY.mpCml-nMAgYz6z5SudoUNxg
https://new.precisionconference.com/ICISa/decline_review/NTY.mpCml-nMAgYz6z5SudoUNxg

Please note that when the AE clicks on the accept/reject link, the email notifications do not go to you. Hence, we have also reminded the AE 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. If the AE accepts the invitation, the word (tentative) will disappear.

Submision 1110 - "Test 1110 BWF"

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<tr>
<td>remove</td>
<td>send</td>
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</table>

If the AE rejects the invitation, the reviewer AE assignment will disappear, as per the diagram below.
6. If you identify the paper to be a potential candidate for early reject, please add this to the email you send to the AE, or follow up with another personal message to the AE to indicate this.

7. Repeat this process until you have invited an AE for each submission. Please try to assign no more than 3 papers per AE.

8. Please make sure that you assign these papers to individual AEs to process no later than May 10, 2019.
Monitoring review progress

Between assigning AEs and making final recommendations, you may wish to monitor the progress of getting reviewers assigned, getting a sufficient number of reviews back, and the submissions of AE reports. This information is available from the “submissions” link.

1. To verify the assignment of AEs, looks at the entries in the column labeled “P name.” If an AE is assigned, their last name will appear here. Further, reviewer last names will appear in columns labeled “E1 Name” though “E5 Name” depending on the number of reviewers assigned. Note: P stands for primary (e.g., AE), S is secondary (if more than one AE is assigned) and E refers to an external evaluator.

2. Once reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Once AEs enter their reports, their scores will appear as well.
3. When you are ready to evaluate a paper to make the track chair recommendation, click on the “submissions” link and select the paper.

4. If you would like to see a specific review, you will be able to click the “edit” link. If you would like to see all the reviews, please click the “See all reviews on one page” link.

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### Reviews

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<th>Reviewer</th>
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**Track Chair Recommendations**

1. Please submit your **recommendation** (not final decision) to the program chairs using the Menu option for “submissions.” On this screen, you will note there is a column labelled “decision.”

You may choose: “Recommend accepting the paper subject to revisions (A),” “Recommend if there is room (AR)” or “Recommend rejecting the paper (R).” Please ignore the other decision codes as they are to be used by the program chairs.

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Questions? Email: icis2019queries@gmail.com
2. Note, there are also a number of columns for identifying potential “best paper” nominations. Please scroll to the right to see the columns. Categories for best paper include:

   1. Best paper
   2. Best theory paper
   3. Most Innovative short paper
   4. Kauffman Best Paper award
   5. Kauffman Best Student Paper award


You may nominate one paper from your track for categories 1-3. For the Kauffman awards (4 and 5), please feel free to nominate up to two papers that you feel are deserving to be considered for the award.

In the “best paper” free text field for the paper you wish to nominate, please indicate the reasons why you think this paper should be considered for the award. Please note: AEs have been advised to note their best paper recommendations in the private comments to you in their AE reports.
3. If you wish to provide Track Chair comments to authors, please do so by following these instructions:
- Click on the paper from the submissions page
- Click on “edit” for the AE report

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<tr>
<th>Role</th>
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<th>Review</th>
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<td>review 2</td>
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- Scroll to the section “Comments for Authors”

Please insert your TC comments in this section, clearly labelling your comments with “Track Chair Comments to Authors:” and please help to clearly label the AE comments to authors with the heading “AE Comments to Authors”. Please see example below.

Comments for Authors

Please enter your comprehensive review below. Make sure you start with a brief summary of the paper highlighting its strengths as well as weaknesses. Cover in your review the merit of the research questions, the research design, methodology, collection of data, analysis, and findings.

Track Chair Comments to Authors:

Please insert TC comments here....

AE comments to Authors:

Dear Authors,
Thank you for submitting your work to ICIS 2019.
4. Please do not use the “Edit Comments to Authors” field from the paper submission page to include track chair comments, as this field has already been used to include formatting instructions for authors, and will only be sent to authors whose papers are accepted.

5. All recommendations must be entered by July 9, 2019.
Endorsing AE recommendations of Early Rejects

1. This year, we are introducing the category of early rejects, where AEs can recommend early rejects and the paper will not be sent out for reviews.

2. AEs will be given a deadline of **17 May** to indicate whether they intend to recommend early reject for the paper. You can monitor their recommendations via PCS. If the AEs recommended early reject, you will be able to see the label reject under the column “P Early Reject?” under the “submissions” link.

3. Please click on the submission, and the review 1 link.
4. You will see either the full and detailed review by the AE, or the comments that AE has left under the comments to committee to explain their rationale for early reject.

Review of 1052 - “ICIS 2019 Test Submission 1052”

AE Test 1: AE test (AE - review 1)

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<tr>
<td>Expertise</td>
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</tbody>
</table>

Comments for Authors

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Comments to Committee

Please record here some quick comments about why you think the paper should not be sent out for review

5. If you agree with the AE’s assessment, please choose Early Reject “ER1” in the decision column in the submissions page, and remind the AE to provide a detailed review of the report. If you do not agree with the AE’s assessment, please communicate with the AE and ask the AE to send the paper for review. Please note that Track Chairs are to confirm their agreement with AE’s decisions for early rejects by May 19.

6. AEs have up till 2 June to provide their detailed AE reports for the early rejects.

7. Please review AE reports by repeating steps 3 and 4.

8. Please endorse the AE reports by choosing Early Reject “ER2” in the decision column in the submissions page. This will communicate to Track Chairs that the early rejects are ready to be communicated to authors. Please note that Track Chairs are to endorse AE detailed reports for early rejects by June 6.