



ECIS 2021 Associate Editor Guidelines



Contents

IMPORTANT DATES AND DEADLINES	2
ASSOCIATE EDITORS RESPONSIBILITIES FOR PAPER REVIEWS	2
ACCEPTANCE RATES	3
ASSOCIATE EDITORS (AES) GUIDELINES TO USE PCS	3

Important Dates and Deadlines

Date	Deadline
At the latest December 4, 2020	Associate Editor receives review assignments from Track Chairs
At the latest December 18, 2020	Reviewer receives assignment(s) of reviews from associate editors Associate Editor can raise a desk-reject case
At the latest January 18, 2021	Reviewer submits paper review due (strict deadline!)
At the latest January 29, 2021	Associate Editor enters his/ her meta-review into PCS and sends recommendation(s) to Track Chairs
June 14-16, 2021	ECIS 2021 Conference

Associate Editors Responsibilities for Paper Reviews

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

For each paper, you as 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 to recruit extra reviewers. Please note, we do not want papers to have more than three reviewers.

In terms of the review team at least two reviewers should have 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 the paper (e.g. because of conflict of interest concerns) you are recommended to have back-up reviewers in mind for such cases.

Before sending out the paper you might assess as a desk-reject candidate, either because of academic grounds or formatting issues, please liaise with the track chair in these cases who will ask you to provide a justification for your suggestion (for internal assessment) and a decision letter outlining the desk-reject decisions for the authors. The desk-reject should not be made later than 18 December 2020.

You should monitor the quality of the reviews. We have told reviewers that they are expected to provide reviews of 500 words lengths. You may return the review to the reviewer if you think it could 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. If necessary, this might involve writing a longer, more thorough and comprehensive commentary on the paper if the reviewers simply recommend rejecting the paper without much helpful explanation.

Three reviews are expected for each paper, the hard deadline for reviewers is *January 18, 2021*. 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.

The deadline for the reviewers is January 18 2021 and your recommendation to the track chairs is due by **January 29, 2021**.

The final **decision** on papers will be made by the track chairs in conjunction with the program chairs and, as such, you should be making recommendations rather than decisions. 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

Acceptance rates

Historically, ECIS accepts around 30% of submissions, so if you are AE for three papers you would normally expect only one to be a clear acceptance.

Associate Editors (AEs) Guidelines to Use PCS

If you have any questions or issues with the system, you can contact us via ecis2021+associate-editor-support@gmail.com.

Login with your personal credentials

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

- After the first time login, you need to actively choose „Society-[AIS]“, „Conference/Journal-[ECIS 2021]" and „Track-[ECIS 2021 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/Assigns a Reviewer to a Submission as Associate Editor

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 then you can search for existing reviewers by using their

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

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

Click on “Invite”, then “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). These are important for reviewers to do proper reviews.

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 has not registered with the system, you can add them by entering their 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.