



ECIS 2021 Reviewer Guidelines

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Thank you for agreeing to be a reviewer for ECIS 2021. In this document, we outline the community expectations around being a reviewer. The most important point is about the deadlines for the review process.

Important Dates and Deadlines for Reviewers

Date	Deadline
At the latest December 18, 2020	Reviewer receives assignment(s) for review from an Associate Editor.
At the latest January 18, 2021	Reviewer submits paper review due (strict deadline!)
June 14-16, 2021	ECIS 2021 Conference

Who can be a Reviewer?

You have been invited to be a reviewer because you are a member of the academic information systems community. Normally, you will have a PhD in Information Systems or a related field of relevance for the paper(s) you are reviewing.

Occasionally, you may be ‘researchers-in-training’ and have not yet been awarded your PhD. In such cases you would normally be in the last year of your PhD program, have substantial expertise in the domain of the paper, so that you are able to provide detailed feedback to the authors on their research.

If you have any questions about your suitability as a reviewer please reach out to the Associate Editor (AE) or Track Chair who invited you.

How to Write a Review

Reviewing for ECIS is a serious matter. The reviews you submit determine whether a research paper should be published at the conference as an important part of an authors’ professional advancement in the field.

Conflict of interest

You should not review papers with which you have a conflict of interest. Please check the papers that have been assigned to you within 2 days of the assignment and let your AEs know if you have a potential conflict of interest with a paper assigned to you.

While the review process is double-blind, and papers will not be assigned to reviewers from the same institution, you may recognize the work of a close colleague or a prior collaborator (someone you have worked with in the last 5 years). You should bring the discovery of any potential conflict of interest to the attention of the AE who allocated you the paper. They will determine how best to proceed.

Confidentiality

It is expected that all participants involved in the review process support the confidentiality of the submitted papers, the other reviewers' identities, and the entire review process. This also means that you cannot use any insights from the paper(s) you have reviewed until the (accepted) paper has been presented/ published in the proceedings.

Compliance with formatting requirements

Although author details should not appear in the paper, occasionally this does happen. In such cases, let your AE know and they will determine how to proceed.

Review accountability

To ensure the integrity of the review process, please do not 'reallocate' the paper to a colleague. Instead, any such requests should be handled through the AE for the paper. They will be able to add the new person to the paper through the review management software. This is also the process to be followed if you feel someone else would be a more appropriate reviewer for a paper you have been asked to review.

Timely reviewing

Please submit your reviews on time. The conference organization process is operating to a very tight deadline and we require all of your reviews by **January 18, 2021**. Thank you in advance for submitting your reviews by this date.

Review content

Each review should start with a short summary of the paper. Subsequently, the review should present the strengths (i.e., positive aspects) of the paper. However, the review should also provide constructive feedback that aid in improving the paper. The review should explain the identified issues of the paper (i.e., what the issues are and WHY they are an issue) and should make clear and constructive recommendations for improvement.

Remember, reviewers make recommendations ("I recommend that this paper is accepted for the conference") rather than the final decision (which is made by the track chairs in consultation with the program chairs).

When making your recommendation, please bear in mind the timelines involved – authors will receive notice of (conditional) acceptance of their papers by 3 March 2021 and will need to submit their final papers by 9 April 2021 – so papers that need more substantial changes should not be recommended for acceptance.

Research-in-progress (RIP) papers may not have data as part of the submission (as data collection is in progress). As the research is in an earlier stage, you may wish to provide more developmental and constructive comments to such paper.

Review purpose

Remember, the review you write serves two purposes. First, it will help AEs and Track Chairs make decisions on which papers to include in the conference and second it will provide feedback to the authors about what is good about the paper and areas where it might be improved.

As a consequence, we would expect reviews to be at least 500 words in length and written constructively. (If in doubt, think about how you would feel if you received the review).

The review(s) you write will be read by the AEs, track chairs, and conference chairs; consequently, a hastily written review will send signals to the community you are a part of.

Review style & tone

Please be developmental, constructive, and positive in your reviewing. Keep in mind that we are reviewing papers, not authors, which you might want to reflect in the language you use (rather than: “the authors do/are...” why not say “the paper does/is...”). Remember that many PhD candidates and young scholars submit to ECIS. For some of them your review may be the first such feedback they receive on their work.

Originality and plagiarism

All papers submitted to ECIS need to contain original work and must not be published in or submitted to other conferences, workshops, books, or journals. Thus, neither plagiarism *nor* self-plagiarism are acceptable. All papers need to provide a substantial new contribution to the IS body of knowledge. Any hints to plagiarism need to be reported by reviewers to AEs who in turn should inform both the Track Chairs and the Program Chairs. The reported plagiarism will be investigated.

Acceptance rates

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

Reviewer Guidelines to Use PCS

If you have any questions or issues with the system, you can contact us via ecis2021+reviewer-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“.

Reviewer’s Review Page

1. Select „Reviews“ from the top page menu.
2. Go to Your Review Homepage.

3. Click on the title of the submission you have assigned to review. Once you click on the submission title, PCS will show you the paper submission page. Follow the PCS pre-defined Reviewer’s Review Form to complete your review.
4. Declare a conflict of interest to a paper that was assigned to you (see Figure 1, Figure 2).

Please submit your review on January 18, 2021 (hard deadline)!

Supporting Screen Shots for Conflict of Interest declaration

Figure 1. Declare Conflicts, Step 1

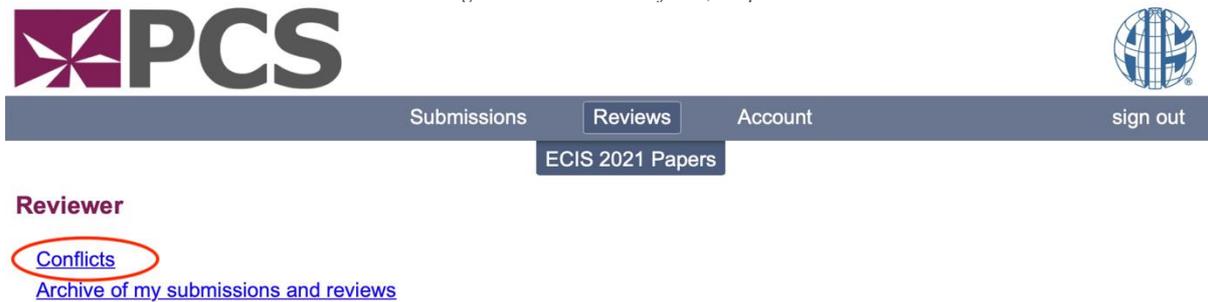


Figure 2. Declare Conflicts, Step 2

