ECIS 2020 Associate Editors Guidelines

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ECIS 2020 Associate Editors Guidelines

To Associate Editors (These are called ‘Committee Members’ in PCS)

Collaboration Structure for the Review Process for ECIS 2020

- Program Co-Chairs (PCs) oversee and coordinate the review process and are responsible for the scientific program of the Conference. A PC cannot be an AE in any track. PCs also coordinate the review process of complete research papers (RP) and research-in-progress papers (RiP) and communicate with track chairs. PCs coordinate the processes of paper transferring among the tracks and make the transferring. PCs make the decision on desk rejected research papers. PCs are responsible for the final decision on research papers. PCs should not submit papers to the Conference (but can submit proposals for other activities/events).

- Track Chairs (TCs) organize one of the 28 Tracks at ECIS 2020. They organize a team of Associate Editors (AE) within their track, monitor the review process in the respective track and recommend decisions (including desk rejects) on the submissions of research papers (RP) and research-in-progress papers (RiP). A person may act as a TC in only one track. TCs should not submit papers to their own tracks, but are free to do so to the general track or the other tracks. A TC should not be an AE in other tracks.

- Associate Editors (AEs) are members of the academic community (full/associate/assistant/junior professors, and post-docs) who are responsible for a limited number of papers in a specific track. AEs recruit reviewers and assure at least three reviews per submission. AEs should also provide a comment [meta-review] on the reviews, address inconsistencies between the reviews, and make recommendations, on the papers they are responsible for, to the Track Chairs. It is recommended to act as AE in one track.

- Reviewers are also members of the academic community and should be at least advanced PhD students. They need to have expertise in the domain of the paper and provide substantial feedback to the authors. The advanced PhDs should be supervised by their supervisors in preparing a review especially if it is their first review for ECIS.

- Authors can submit up to three papers to the Conference and need to remain anonymous for the reviewers for the entire process.
Associate Editors (AEs) Responsibilities for Paper Reviews

The TCs will assign each paper to an AE. For each paper the AE need to recruit three reviewers. Some AEs might have difficulties in getting three reviews per paper and TCs might want to help to get extra reviewers for those who struggle.

AEs recruit reviewers: (1) At least one reviewer should have PhD degree; (2) AEs are recommended to have back-up reviewers ready in case the three reviewers cannot make the review; (3) Three reviews per submission are expected. In case only 2 reviews are received, AEs are expected to write a longer, thorough and comprehensive review to the paper; (4) No more than 3 reviews per submission.

Three reviews are expected for each paper, the hard deadline for reviewers is January 14, 2020, then the AEs will assess the paper and also the reviews in context of the track. The AEs write a meta-review, address inconsistencies between reviews in their meta-review, and propose recommendations to submissions to the TCs, the hard deadline is January 28, 2020.

AEs should NOT explicitly mention their decision to a paper (i.e. I accept or I reject the paper) in their meta-review text. But they can indicate the decision by choosing an option among the "overall rating of the submission" [see Figure 9. AEs meta-review form, p.11].

Important Dates for AEs

Table 1. Important Dates for Associate Editors

<table>
<thead>
<tr>
<th>Dates</th>
<th>AEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2019</td>
<td>Receive review assignments from TCs</td>
</tr>
<tr>
<td>12/12/2019</td>
<td>Recruit three reviewers per paper &amp; oversee review process</td>
</tr>
<tr>
<td>14/01/2020</td>
<td>Receive reviews from three reviewers</td>
</tr>
<tr>
<td>28/01/2020</td>
<td>Submit meta-reviews and send recommendations to TCs</td>
</tr>
<tr>
<td>TC-Track Chairs, AEs-Associate Editors</td>
<td></td>
</tr>
</tbody>
</table>

If you experience any problems of using PCS, contact: techsupport@ecis2020.ma

If you have any questions of ECIS 2020, contact: ecis2020@ecis2020.ma

Thank you for your support to ECIS 2020! Welcome to Morocco in June 2020.
Login with your credentials

Page link: [https://new.precisionconference.com/user/login](https://new.precisionconference.com/user/login)

- After the first-time login, you need to actively choose "Society-[AIS]", "Conference/Journal-[ECIS 2020]" and "Track-[ECIS 2020 Papers]", then click [Go] to continue to your “Reviewer page”;
- If you forgot your password, click “Reset my password”;
- If you don’t have an account, click “Create an account”.

Figure 1. Login to PCS

Login with your credentials
Associate Editor Reviews Page

Select “Reviews” from the top page menu

1. Go to Your Reviews page [Figure 2]
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 [Figure 3]

Figure 2. AEs Reviews Page

![Figure 2. AEs Reviews Page](image)

Figure 3. AEs Submissions to Coordinate

![Figure 3. AEs Submissions to Coordinate](image)
**Associate Editor Invite/Assigns a Reviewer to a Submission**

Click on the title of the submission [Figure 3] you would like to assign reviewers. Once you click on the submission title, PCS will show you the submission page of this paper [Figure 4].

**Figure 4. AE Assigns Reviewers to a Submission**

![PCS interface showing submission details and reviewer assignments](https://new.precisionconference.com/ecs20a/committee/subm/1000)

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Role</th>
<th>Score</th>
<th>Review</th>
<th>Action</th>
<th>Invitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Committee</td>
<td>Associate Editor</td>
<td></td>
<td></td>
<td>edit</td>
<td></td>
</tr>
</tbody>
</table>

**Assign reviewer**

- Provide name or email.

- Show potential reviewers
- Mail to subcommittee chairs of this submission
- See all reviews on one page
- See log

- **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 Reviewer for this paper, then Click “Continue” [Figure 4].** Then the page will be updated [Figure 5]
Figure 5. Reviewer is assigned

4. Click on “Invite” [Figure 5], then “invite a reviewer” email template will pop up [Figure 6]
Figure 6. Invite a Reviewer Email Template

- “Invite a reviewer email template” will show up that you have the option to send to a reviewer. 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 input the required text, you can click

- “Send email” (then a reviewer will get notification)
- “Do not send email” (then a reviewer will NOT get notification)
Once the Reviewer has been assigned, the Paper Submission page will update accordingly [Figure 7].

If the Reviewer, you want to add has not registered with the system then you can add them by entering their email address in the “Assign Reviewer” text box, [Figure 4 AE Assigns Reviewers to a Submission]

- Once you click “continue” [Figure 4] a form will pop up and will request you to enter information 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 [Figure 8].
Figure 8. AE Assigns a Review Email Template

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 input the required text, you can click
- “Assign and send email” (then a reviewer will get notification)
- “Do not assign” (then a reviewer is NOT assigned)

○ The paper submission page will update accordingly [Figure 7].
○ Any newly registered Reviewers will maintain their status as tentative until they accept your invitation [Figure 7].
**AEs Meta-Review Form**

On **January 15, 2020**, PCS will make the AEs meta-review form ready for you to write meta-review of a submission paper [*Figure 9*].

**Figure 9. AEs Meta-Review Form**

You must submit the meta-reviews and your recommendations to your TCs by **January 28, 2020** (Hard deadline)