# ICIS 2022 Track Chair Guide – Tips and Tricks

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**Note: All names and emails (other than ICIS2022RC@gmail.com for your queries) that appear in the guide are ONLY for the purpose of illustrating how to use the system.**

*Our timeline for notifying authors of decisions on their papers is <u>very tight</u>. We, therefore, MUST stay on track with each milestone on our timeline. Please see the <u>full timeline</u> at the end of this document. We count on your timely completion of your milestones*

## Managing Initial Submissions

Below, you will find information on navigating the AE assignment and review process and the PCS system.

### Logging In

1. Go to the ICIS 2022 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 PCS in Feb/March OR enter the email address that you provided to the ICIS 2022 Program Chairs.

b. If you do not know your password or have forgotten it, click on "**Reset my password**."



## Menu Options

1. Once logged in, select "**Chairing**" from the top menu navigation and then click "ICIS 2022 submissions" from the "**Category**" column.



Please note that *"Subcommittee Chair" here is synonymous with "Track Chair."*

2. Here you see all actions available to you, as a Track Chair, within the PCS system.
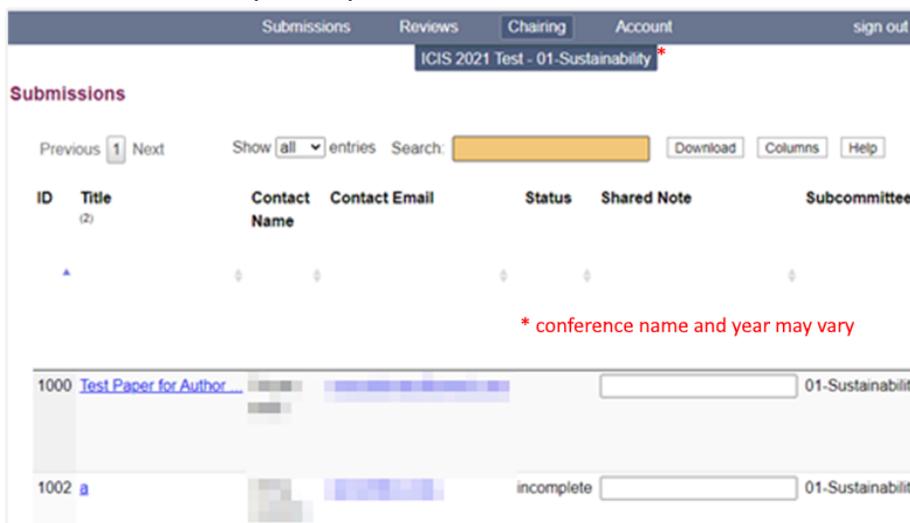
## Viewing Initial Submissions

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.*



   a. 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: The **Paper Type has been selected by the manuscript authors and should not be changed** by the Track Chairs. *Please note that all co-chairs of a given track will see the same list of papers.*

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

| Submissions | Reviews | Chairing | Account |

ICIS 2021 Test - 01-Sustainability *

**Submission 1009** - *"Test Paper for Author Guide"*

Edit submission
Delete submission
Allow late submission
Edit comments to authors
See action log

**Reviews**

None

* conference name and year may vary

**Assign reviewer** [ Provide name or email. ]  [ Continue ]

Show potential reviewers
Mail to subcommittee chairs of this submission

**IMPORTANT! Before assigning papers to the Associate Editors:**

a. **Check for Conflicts**: 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's paper in your list of track submissions, please let the Program Chairs know. They will reassign it.

If your paper is within the scope of your _own track_, submit it to the General Track.

If your paper is within the scope of _another_ track, submit it to that track.

Do not assign a paper to an AE at the same institution as the authors. TCs have ultimate responsibility for monitoring any conflicts of interest in your track (follow the MISQ conflict of interest policy: https://misq.org/conflict/).

b. **Fit of Papers with Track:** Authors have the obligation to select the appropriate track for their papers and should not rely on the Program Chairs or Track Chairs to identify the right track.

But, do not early reject submissions for lack of fit with your track.

Bring submissions that do not fit your track to the Program Chairs' attention **by May 16, 2022.**

## Early Rejects

The Program Chairs encourage you to prescreen papers and identify any that should be early rejected. If you think the paper is not an MIS paper OR that its quality makes it unlikely to survive the review process, you may early reject it.

There are three types of early rejects.

1. **Early Rejects by TC Only**
   If you assess the paper as a clear early reject, then enter code "**ERT**" in the **Decision** column by **May 16, 2022**. You must provide a constructive review and your justification to the authors detailing why the paper is being early rejected **by June 5, 2022**. This could be done using the "**Edit Comments to Authors**" above. There is nothing else you need to do with these papers.

2. **Early Rejects Initiated by TC in Consultation with AE**
   Assign the paper to an AE by **May 16, 2022**. When doing so, mention your assessment, and ask the AE to evaluate the paper for early rejection.

3. **Early Rejects Initiated by the AE in Consultation with the TC**
   AEs are also encouraged to notify TCs if they believe the quality of a paper is such that it will not survive the review process.

   **For either 2. or 3. above**
   AEs need to inform you of early reject recommendations by **May 20, 2022,** and put these papers into your decision queue.

   If you agree with the AE's recommendation, please confirm your agreement in PCS by entering the code "**ER1"** in the **Decision** column. Please also notify the PCs of the submission number of the early rejected paper(s) ASAP. The deadline for early rejection confirmations is **May 22, 2022.**

   The AE should then provide a detailed and constructive review that describes why the paper has been early rejected. This will be sent to the author(s) so they receive a clear explanation for the early reject. The deadline for the AE reports for early rejects is **June 5, 2022.**

   Please check AE reports for early reject papers to ensure that AEs have provided a constructive review and sufficient justification for the early rejection. If they have not, please ask them to revise the report. If you are satisfied with the report, please enter code "**ER2**" in the **Decision** column to endorse it. Then the Program Chairs will know that these papers are ready to send out the early reject decisions. The deadline for the TC endorsement of AE reports for early rejects is **June 9, 2022.**

The table below summarizes the Early Reject process.

## Early Reject Process

| | | |
|---|---|---|
| **May 16, 2022** | TCs decide to early reject the paper | TCs either<br>(i) TCs select code **"ERT"** from the "Decision" column dropdown by **May 16.** Then click on "**Edit Comments to Authors**" and enter the rationale for their decision by **June 6** (no further action required for paper), OR<br>(ii) Assign the paper to an AE by **May 18**. When doing so, mention your assessment, and ask the AE to evaluate the paper for early rejection |
| **May 20, 2022** | AEs inform and consult with TCs for their early reject candidates | |
| **May 22, 2022** | Track Chairs confirm their agreement with AE's decisions for early rejects | TCs select code **"ER1"** from the "Decision" column dropdown |
| **June 5, 2022** | AEs provide Early Reject Reports | |
| **June 9, 2022** | Track Chairs endorse AE Early Reject Reports (check reports to make sure they are substantive) | TCs select code "**ER2**" from the "Decision" column dropdown |
| **June 17, 2022** | PCs inform authors of Early Reject Decisions | |

## 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 an "**Assign Reviewer**" input field. Please use this to search for specific AEs.

4. If there is an AE match, click on the name that comes up, and then click "**Continue.**" If there is not a match, you will have to work with the ICIS 2022 Review Coordinators (ICIS2022RC@gmail.com) to get the AE added. Given that you have pre-recruited AEs and they are not assigned to multiple tracks, this should happen very rarely; you should strive to use the AEs you pre-identified (they are listed on the track website).

5. Once you have selected the AE, click on the "**invite**" option to send the AE an email informing them of the AE assignment (there is a pre-populated email template that will pop up). **Please CC yourself in the email**. Please **check back to ensure the AE has accepted your invitation** (as per Step 1 in the Monitoring Review Progress section of this guide). If AEs appear unresponsive, **follow up with the AEs outside PCS and invite alternate AEs, as needed**.



Note: If you assign an AE and later want to "**remove**" them, you will see that option too by the AE's name (see above).

6. Repeat this process until you have invited an AE for each submission. Please assign <u>no more than 3 papers</u> per AE.

7. Please make sure that you assign these papers to individual AEs to process no later than **May 14, 2022**.

## Monitoring Review Progress

Between assigning AEs and making final recommendations, you would want 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. <u>To verify the assignment of AEs,</u> look at the entries in the column labeled "**P name**." If an AE is assigned, their last name will appear here. Further, <u>to check reviewer assignment</u>, their 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 (reviewer). AEs should

have assigned reviewers by **May 18, 2022**.

**IMPORTANT**: Sometimes, AEs will ask other AEs to serve as reviewers on their papers. This practice is permitted, although the process to add an AE to a paper as a reviewer requires an extra step. If an AE has been assigned as a reviewer on a paper, this AE will show up as a secondary AE ("2AE") on the paper, which is not desired. To address this, please change the role of the 2AE to "reviewer" by clicking the link "set role to 'reviewer.'"



2. <u>To check review completion</u>, once the reviews (and scores) are entered, the scores will appear in the columns labeled E1-E5 score. Reviewers should complete their reviews by **June 17, 2022.**

3. <u>To check AE report completion</u>, once AEs enter their reports, their scores will appear as well (in the "P" columns). If there is a 2AE on the paper, their scores will appear in the "S" columns). AEs should complete their reports by **July 4, 2022.**
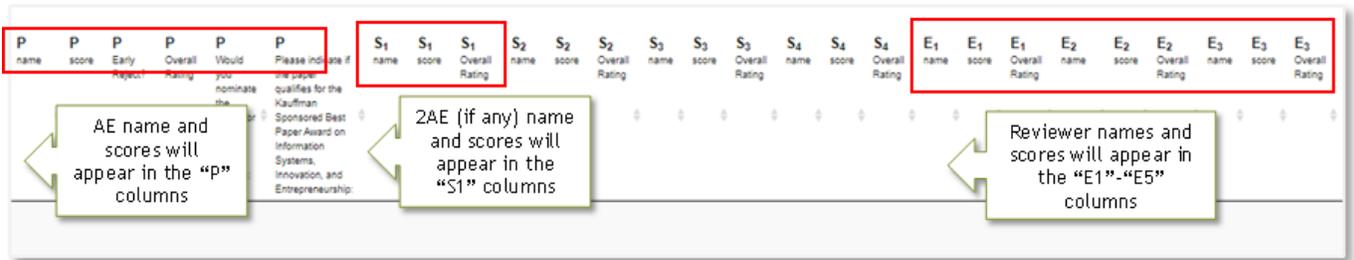


# Track Chair Recommendations

1. There is one week (till **July 11, 2022**) after the AE deadline to submit track chair recommendations. To do so, click on the "**Submissions**" link and select the paper from all the papers in this track by clicking its "**Title**." You can access the whole paper by selecting "**The file**" at the bottom of the page, under the "**Document**" heading.

2. To see the AE report and the reviews, click the "**review**" link alongside each AE/reviewer's name and score. If you feel that the reviewers or AEs need to improve the quality of their reports, you may contact them ASAP and have them make changes to their review (without

changing their recommendation).

3. Please submit your recommendation (not final decision) to the Program Chairs after selecting the paper using its "**Title**" under the "**Submissions**" view. On this screen, you will note there is a column labeled "**Decision**" to enter your recommendation.

4. You may choose: "Recommend conditionally accepting the paper (**AF**)," "Recommend conditionally accepting the paper, if there is room in the program (**AR**)," or "Recommend rejecting the paper (**R**)." ==The maximum number of papers (completed and short) that your track may accept (AF) will be communicated to you by the Program Chairs before your recommendations are required.== The Program Chairs will also ask you to provide a rank-ordered list of your track papers with your recommendations. Your recommendation for each paper entered into the system should match that in the list (spreadsheet) sent to the PCs.

5. There are several award categories – see Awards Criteria and Processes. You may nominate *one paper* from your track *in each* of these categories. While some papers can be nominated for two categories (e.g., Best Completed Research Paper and Best Impact Paper Award), it is best to nominate a paper for Best Paper in just one category.

   - Best completed research paper
   - Best short paper
   - Best student completed research paper
   - Best Impact Paper Award
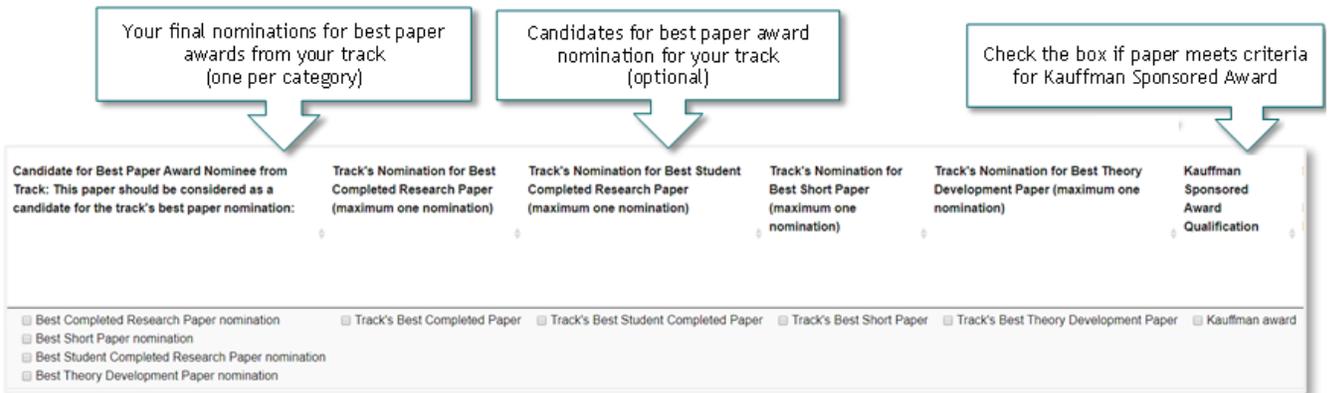


To facilitate the selection of the best papers for your track, you may identify the papers that you would like to nominate for these awards by checking the boxes in the "**Submissions**" view. The figure below shows where you indicate your best paper award nominations for your track (one nomination per category):

Additionally, you will receive a Word document from the Program Chairs to provide your

nominations. You should input your nominations into the system, as well as fill them in the Word file to email back to the Program Chairs.

The AEs may also nominate papers for these awards. You will find their nominations in the "P" columns of the "**Submissions**" view, as shown below. The AEs have also been advised to justify their best paper recommendations in the **"Comments to Committee"** in their AE reports.



6.  Please note that you may also indicate whether a paper *qualifies* for the *Kauffman-Sponsored Best Paper and Best Student Paper awards on Information Systems, Innovation, and Entrepreneurship*. You can find the criteria for these awards by following these links: Kauffman Best Paper Award and Kauffman Best Student Paper Award. Please use the "*Kauffman Sponsored Award Qualification*" column as shown in the figure before the one above to indicate whether the paper qualifies. The "**Kauffman Sponsored Best Paper Eligibility**" column (next to the qualification column) is where the authors self-declared if their papers meet the criteria for these awards. Please ignore the Kauffman award columns on the far right (titled "Kauffman Sponsored Paper Awards") – these are the columns where the Kauffman award selection committee indicates the winners.

The AE may also have indicated whether the paper qualifies for these awards. You will find this information in the "P" column next to the column that indicates the AE's best paper nominations (see figure above).

7.  All your recommendations must be entered into PCS by **July 11, 2022**.
8.  You will also receive an Awards form (in Word) from the Program Chairs requesting your best paper and best AE/reviewer nominations around this time. Please complete and return this form as requested.

## Nominate Best Reviewer and AE

We would like to recognize the contributions of reviewers within each track who have provided high-quality and timely input. AEs have been encouraged to nominate reviewers for this recognition. Please consider their nominations along with your co-chairs and underline identify one reviewer who will be recognized as the best reviewer for your track.

Likewise, we wish to recognize the contributions of our AEs. Again, working with your co-chairs, please identify an AE who has been exceptional in assisting you to manage the quality and timeliness of the review process. This person will be recognized as the best AE for your track.

The Awards form (in Word) noted in Step #5 of the Track Chair Recommendations process above will permit you to record your nominees for best AE/reviewer. Please complete these and return them to the Program Chairs as requested.

## Closing Out the Review Process

This conference would not be possible without the contributions of our many AEs and reviewers. We encourage you to acknowledge the contributions of the **AEs and reviewers** who worked for your track by sending out **Thank You** emails to them once the review process is completed.

## Track Chair Assessments of Revised Papers

1.  Please review the resubmitted papers (**September 5, 2022, onwards**) under the "**Final Submissions**" view, and ensure that the authors have made the required revisions.

2.  After that, please record your *final decision recommendations* to the Program Chairs under the "**Submissions**" view in the "**Decision**" column.

    If the authors **have** satisfactorily revised their papers, please change the decision code from "**AF**" to "**FDA**."

    If the authors **have not** satisfactorily addressed issues clearly specified in the review report, then it should be rejected, and the decision code should be changed to "**FDR**."

3. If the paper has *minor formatting violations or other minor oversights*, please go to the "**Final Submissions**" view on PCS and note the minor violations/oversights for the authors to address in the "**Comments**."

4. Please make sure to enter all your paper decisions by **September 19**, **2022.**

## Additional Note on Session Planning

The Program Chairs also will be requesting your help with planning sessions for ICIS 2022 via email. This involves: a) grouping accepted papers in your track into sessions, b) determining the order of presentations, c) naming the sessions, and d) nominating a session chair for each session **(after seeking agreement from them).** This information will be due by **September 30, 2022.**

## Full Timeline

| Deliverable | Due | From |
|---|---|---|
| Initial manuscripts | by May 3 | Authors |
| **Papers released to TCs after format, plagiarism, and duplication checks** | **May 10** | Review Coordinators |
| **Identify and inform PCs of any papers to be moved to other tracks** | **May 14** | **TCs** |
| **AE assignment** | **May 14** | **TCs** |
| **Early reject for fit with conference/MIS** | **May 16** | **TCs** |
| Assignment of 3 reviewers | May 18 | AEs |
| **Inform and consult TCs about early rejects for expedited review** | **May 20** | AEs |
| **Confirmation of early rejects in PCS** | **May 22** | **TCs** |
| Early reject reports | June 5 | AEs |
| **Endorsement of AE early reject reports** | **June 9** | **TCs** |
| Early reject decisions sent out | June 17 | PCs |
| Paper reviews | June 17 | Reviewers |
| **Check for review completion** | **June 17-24** | **AEs and TCs** |
| AE Paper reports and recommended decisions | July 4 | AEs |
| AE Best paper recommendations | July 4 | AEs |
| **TC Paper (recommended) decisions** | **July 11** | **TCs** |
| **TC Best paper nominations** | **July 14** | **TCs** |
| **Best AE and best reviewer nominations** | **July 14** | **TCs** |
| Author decision notification | July 30 | PCs |
| Revised manuscripts | by September 5 | Authors |
| **Check if review comments have been addressed** | **September 5-19** | **TCs** |
| Format and plagiarism checks | September 5-19 | Review Coordinators |
| **Final paper decisions in PCS** | **September 19** | **TCs** |
| Papers with minor formatting violations fixed | by September | Authors |

| | 21 | |
|---|---|---|
| **Session chair and session planning suggestions** | **September 30** | **TCs** |

# Awards Criteria and Processes

| Award | Criteria | Process |
|---|---|---|
| Best Paper in Track Award | ▪ Completed Research Paper<br>▪ Could be a conceptual, method, or empirical paper | ▪ AEs / TCs nominate papers<br>▪ TCs select one paper from their track for award |
| Best Overall Conference Paper Award | ▪ Completed Research Paper<br>▪ Could be a conceptual, method, or empirical paper | ▪ PCs or their delegates select from among Best Paper in Track awardees |
| Best Impact Paper Award | ▪ Completed Research Paper<br>▪ Research with potential substantive impact beyond academia | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Best Impact Paper Award Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Best Impact Paper Award |
| Best Short Paper Award | ▪ Short paper<br>▪ Innovative | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Best Short Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Best Short Paper Award |
| Best Student Paper Award | ▪ The first author is a student<br>▪ Completed Research Paper<br>▪ Could be a conceptual, method, or empirical paper | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Best Student Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Best Student Paper Award |
| Kauffman Best Paper Award on Information Systems, Innovation, and Entrepreneurship | ▪ Please see Kauffman Best Paper Award | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Kauffman Best Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Kauffman Best Paper Award |

| | | |
|---|---|---|
| Kauffman Best Student Paper Award on Information Systems, Innovation, and Entrepreneurship | ▪ Please see Kauffman Best Student Paper Award | ▪ AEs / TCs nominate papers<br>▪ TCs select at most ONE paper in their track to nominate for Kauffman Best Student Paper Award<br>▪ PCs (or their delegates) select from among tracks' nominees for Kauffman Best Student Paper Award |

## Relevant Decision Codes

This table documents the codes TCs will need. Please only use these codes. All other codes visible on PCS are for use by the Program Chairs or Review Coordinators only.

| Code | Meaning | Used in Process |
|---|---|---|
| ERT | TC Early reject (without AE input) | Early Rejects:<br>May 16, 2022<br>May 20, 2022<br>June 9, 2022 |
| ER1 | Confirm agreement with AE early reject recommendation, prior to AE report | |
| ER2 | Confirm early reject and endorse the detailed AE report | |
| AF | Recommend Conditional Accept | Track Chair Recommendations (by July 11, 2022) |
| AR | Recommend Accept if Room | |
| R | Recommend Reject | |
| FDR | TCs Final decision reject (after checking revisions) | Track Chair Assessments of Revised Papers (Sept 5-19) |
| FDA | TCs Final decision accept (after checking revisions) | |