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# ECIS 2018

*Guidelines for the Review Process*



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*Executive Summary*

This document provides guidelines for the reviewing process for the European Conference on Information Systems (ECIS 2018) “Beyond Digitization – Facets of Socio-Technical Change”. The guide is based on the processes and experiences of previous conferences.

If you have any further questions, please contact the ECIS 2018 support team on:

[contact@ecis2018.eu](mailto:contact@ecis2018.eu)

[tech.support@ecis2018.eu](mailto:tech.support@ecis2018.eu)

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## Important Dates

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- Paper Submission Deadline: 27th November; 23:59 h GMT
- Papers ready for Track Chairs to start distributing [Dec 5th]
- Papers are distributed to AEs: [Dec 10th]
- Papers are assigned to reviewers: [Dec 23rd]
- Reminders to reviewers: [Jan 8th & Feb 1st]
- Reviewer Deadline - Papers are reviewed: [Feb 5th]
- AE review reports ready to Track Chairs: [Feb 15th]
- Recommendations of prioritized papers and sessions to Programme Chairs: [March 1st]
- Decisions on how many sessions to accept for each track [March 15th]
- Decisions (accept/accept with revision/reject) are sent out to all authors: [March 25th]
- Submission of Final paper version: [April 18th]
- Acceptance decision of revised / resubmitted papers [April 25th]
- ECIS 2018 Conference and DC: June 23rd -28th, 2018
- Doctoral Consortium: June 23rd – 24th, 2018 (Saturday–Sunday, arrival Friday evening June 22nd)

## Collaboration Structure for the review process

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The review process for ECIS 2018 involves the following roles:

- **Program Co-Chairs (PCs):** coordinate the review process and are responsible for the scientific program of the Conference. PCs should not submit papers to the Conference. PCs cannot be an AE in any tracks.
- **Research Paper Co-Chairs (RPCs):** are responsible for the final decision on research papers. RPCs should not submit RP papers to the Conference (but can submit proposals for other activities/events). RPCs cannot be AE in any tracks.
- **Research-in-Progress Co-Chairs (RiPCs):** are responsible for the final decision of research-in-progress papers. RiPCs should not submit RiP papers to the Conference. RiPCs cannot be AE in any tracks.
- **Track Chairs (TCs)** organize one of the 36 Tracks at ECIS 2018. They organise a team of Associate Editors (AE) within their track, oversee the review process in the respective track and prepare the final decisions on the submissions of research and research-in-progress papers. 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 in the other tracks. TCs should not be an AE in other tracks.
- **Associate Editors (AEs)** are members of the academic community (full/associate/assistant/junior professors, post-docs or practitioners) 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 and make recommendations, on the papers they are responsible for, to the Track Chairs. A person should not act as an AE in more than two tracks.
- **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.
- **Authors** can submit up to three papers to the Conference and need to remain anonymous for the entire process.

## Review policy

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### Double-blind review

All papers will be double-blind reviewed (both authors and referees are anonymous). Therefore, all authors need to anonymize their papers and should avoid self-citation. Authors' name(s) and affiliation(s) should not appear in the body of the paper (including its abstract and acknowledgements). Metadata that might reveal the identity of the authors (e.g., file name or properties) need to be omitted in the initial submission.

### Desk reject

After the paper submission, the TCs will assess the submitted papers to see if they fit their tracks – and suggest papers not fitting their tracks to be transferred to another track. The TCs can decide to desk reject a submission for reasons such as very poor quality of content, completely missing research method, or no relevant scientific contribution at all. Papers can also be desk rejected for plagiarism – such cases should also be brought to the attention of the program chairs that will take appropriate action (beyond the desk reject)). Desk rejected papers will not enter the review process. The authors of desk rejected papers will be informed by TCs.

### Reviews and numbers

The TCs will assign each paper to an AE. For each paper the AE need to have three reviews. Some AEs might have difficulties in getting three reviews in per paper and TCs might want to help to get extra reviewers for those who struggle. When there are three reviews for each paper, then the AE will assess the paper and also the reviews in context of the track and write a meta-review including recommendations to the TC. Overall the TCs will make a judgment of the papers in their track and if in doubt can make their own review of any borderline paper before they make their recommendations. All in all each paper will have three double blind reviews, plus one meta-review from an AE, and one judgment from the TC. Paper acceptance rate per track is 30% or less for RP and Rip separately.

## For reviewers: how to write a review

Reviewing for ECIS is a serious matter. Reviews determine, whether a research paper should be published, which in the long term has an impact on authors' professional advancement in the field.

The review process for ECIS follows accepted international standards with the following requirements:

- Reviews should be minimum half a page long.
- Reviews need to be constructive and focused. Both strengths and weaknesses of the paper should be scrutinized and presented in the review. Any critique should be justified and suggestions for improvement should be offered to authors.
- Reviewers are encouraged to plan ample time to conduct a review and are responsible for its quality.
- Reviewers need to communicate to a respective Associate Editor if a violation of the double-blind review policy is identified or any of the desk reject criteria is met (see the “Double-blind review policy and criteria for desk reject” section above).
- 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 OR self-plagiarism are acceptable. All papers need to provide substantial new contribution to the IS body of knowledge. Any hints to plagiarism need to be reported to an Associate Editor and will be investigated.
- Conflicts of interest: All reviewers should immediately declare conflict of interests to respective Associate Editors as soon as they become aware of it.
- 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.

## Guidelines to use the system

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### For Track Chairs

#### How to invite an Associate Editor

Associate Editors were registered to the conference system by support team. For required changes the team can be contacted using the emails [contact@ecis2018.eu](mailto:contact@ecis2018.eu) or [tech.support@ecis2018.eu](mailto:tech.support@ecis2018.eu).

#### How to assign an Associate Editor to a submission

1. Visit <https://new.precisionconference.com/ecis>
2. Log in using your credentials.
3. Select “**Chairing**” from the top page menu.
4. Once you click, your **role**, the **number of submissions** within your track, the **current phase** of the system and finally the name of your chairing track will appear.
5. Click on your chairing track

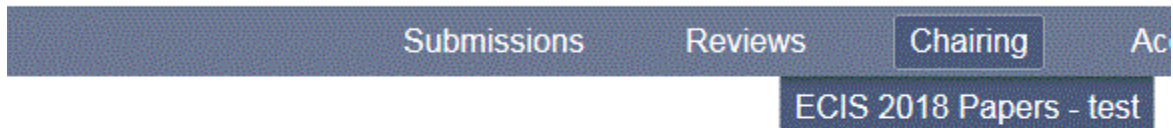


### Chairing

Role	▲ Subs	Phase	Category
Subcommittee chair	2	Reviewing	<u>ECIS 2018 Papers - test</u>



6. On the next page you can access a detailed list of:
  - a. All submissions within your track
  - b. All Associate Editors (Committee) who have been allocated papers within your track
  - c. All Reviewers who have been allocated papers to review from your chairing track
7. Click on “**Submissions**” to continue



## Subcommittee Chairing

[Submissions](#)

[Committee](#)

[Reviewers](#)

[Final submissions](#)

8. On the next page you can see all submissions made to your chairing track.

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ECIS 2018 Papers - test

### Submissions

Search:

ID	Title	Contact Name	Contact Email	Status	Shared Note	Subcommittee	Decision	Action
1002	My first paper after it...	test, SOC				test		
2262	<a href="#">How things evolve</a>	test, SOC				test		

no review  incomplete review  tentatively assigned review

9. By clicking on a submission you can perform a number of tasks such as assign Associate Editors and Reviewers to each paper.

- a. For the purposes of this guide case we click on the first paper
- b. We will assign an Associate Editor to the above paper

10. In the submissions page, please **DO NOT** assign associate editors to any **DESK REJECTED** papers. The abbreviation “**DR**” under the decision column for desk rejected papers.

11. On the next page you can see the submission details such as **title**, **author(s)** and **ID**. You can assign an Associate Editor (AE) by typing in the “Assign reviewer” textbox the **first name**, **last name** or the **email address** of the person you want to assign.
  - a. The **first** reviewer to be allocated to a paper by a track chair has the role of an **Associate Editor**
  - b. If the person has already been registered on the system then its name will appear and you can select it.
  - c. If the person you are searching for does not appear it means the person has not been registered on the system. Email [tech.support@ecis2018.eu](mailto:tech.support@ecis2018.eu)

ECIS 2018 Papers - test

### Submission 1002 - *"My first paper after it changed"*

[Edit submission](#)

[Delete submission](#)

[Allow late submission](#)

[See log](#)

#### Reviews

None

Assign reviewer

Continue

[Show potential reviewers](#)

[Mail to subcommittee chairs of this submission](#)

[See log](#)

12. Once you have found the person you would like to become the Associate Editor for this paper then click **Continue**.

- a. On the next page you will the option to send or not a notification email to the Associate Editor.
- b. You can edit the pre-filled subject and text of the email and then send it by clicking **Assign and send email**, or
- c. Click **Assign but do not send email**, or
- d. You can cancel the assignment by clicking **Do not assign**.

### Assign a reviewer

The {accept link} and {decline link} in the message below will be filled in when the email is sent. If you remove those links, the reviewer will be assigned immediately, without any chance to decline.

**To** Thanos Associate

**From** Thanos TrackChair <ecis18a@precisionconference.com>

**CC**

**Subject** Invitation to review submission 1002 for ECIS 2018 Papers

**Message**

Dear Thanos Associate,

I would like to invite you to review the following paper submission for the 25th European Conference on Information Systems (ECIS2018):  
#1002 - My first paper after it changed

You will find the paper abstract in the bottom of this email.  
To see the submission full text, please log in to <https://new.precisionconference.com/ecis>.

You can accept or decline this review request at:  
{accept link}  
{decline link}

In case of accepting this review request, please submit your review by January 24, 2018.

Important information:  
For your review you should use the online review form provided by the Precision Conference Solutions (PCS) system.  
Please note that we have two different types of submissions: research papers, and research-in-progress papers.

[Do not assign.](#)

13. When the Associate Editor (AE) has been assigned the system will take you back to the paper's homepage. Make sure the person you have added as AE has the **"Associate Editor"** role assigned next to the name.
  - a. Please notice, if you click on a person's **role title** this will change to a different role, the role of a **Reviewer**.
  - b. You can add another reviewer as described in **step 11**.
  - c. You can delete an Associate Editor or a reviewer by clicking on the **remove** link.
  - d. If the **role list** is populated by **Reviewers** only then any newly added committee member will take the role of **Associated Editor**.

ECIS 2018 Papers - test

### Submission 1002 - "My first paper after it changed"

- [Edit submission](#)
- [Delete submission](#)
- [Allow late submission](#)
- [See log](#)

#### Reviews

Reviewer	Role	Score	Review
<a href="#">Thanos Associate</a>	Associate Editor		<a href="#">remove</a> <a href="#">edit</a>
<a href="#">Thanos Reviewer</a>	Reviewer		<a href="#">remove</a> <a href="#">edit</a>

Assign reviewer

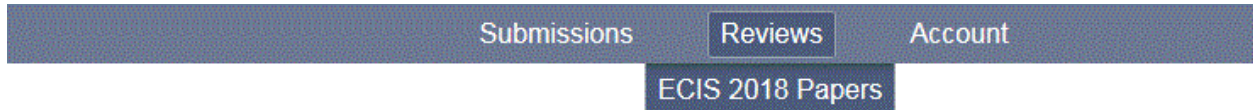
Continue

- [Show potential reviewers](#)
- [Mail to reviewers of this submission](#)
- [Mail to subcommittee chairs of this submission](#)
- [See log](#)

14. If you need any help with the assignment of AEs or Reviewers then email [tech.support@ECIS2018.eu](mailto:tech.support@ECIS2018.eu)

### For Associate Editors: how to recruit a reviewer

1. Visit <https://new.precisionconference.com/ecis>
2. Log in using your credentials
3. Select “**Reviews**” from the top page menu
4. If you have been assigned as Associate Editor for a submission then your Reviews Homepage will look like this:



#### Committee Member

- [Bidding](#)
- [All reviewers](#)
- [Send email](#)
- [Email log](#)
- [Email templates](#)
- [My submissions \(spreadsheet view\)](#)

#### Submissions to Coordinate (as Associate Editor)

Revs <sup>▲</sup>	Cmte <sup>◆</sup>	Status <sup>◆</sup>	ID <sup>◆</sup>	Submission	Track <sup>◆</sup>	Note	Actions <sup>◆</sup>
0/0	0/0	incomplete	1002	My first paper after it ...	NOTEST	<input type="text"/>	<a href="#">Edit review</a>

5. Click on the title of the submission you would like to assign reviewers.

6. Once you click on the submission title the system will take you to the submission's main page. Under the Reviews section you should be the only entry available.

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ECIS 2018 Papers

**Submission 1002 - "My first paper after it changed"**

**Reviews**

Reviewer	Role	Score	Review
Thanos Associate	Associate Editor		<a href="#">edit</a>

Assign reviewer

Continue

[Show potential reviewers](#)

[Mail to subcommittee chairs of this submission](#)

[See log](#)

7. To add a reviewer then you can search for existing reviewers by using their:
  - a. **Name**, or
  - b. **Surname**, or
  - c. **Email address**

8. Once you have found the person you would like to act Reviewer for this paper then click **Continue**.
  - a. On the next page you will the option to send or not a notification email to the Reviewer.
  - b. You can edit the pre-filled subject and text of the email and then send it by clicking **Assign and send email**, or
  - c. Click **Assign but do not send email**, or
  - d. You can cancel the assignment by clicking **Do not assign**.

ECIS 2018 Papers

### Assign a reviewer

The {accept link} and {decline link} in the message below will be filled in when the email is sent. If you remove those links, the reviewer will be assigned immediately, without any chance to decline.

**To** Thanos Reviewer <  
**From** Thanos Associate <ecis18a@precisionconference.com>  
**CC**   
**Subject** Invitation to review submission 1002 for ECIS 2018 Papers  
**Message** Dear Thanos Reviewer,  
  
I would like to invite you to review the following paper submission for the 25th European Conferen Information Systems (ECIS2018):  
#1002 - My first paper after it changed  
  
You will find the paper abstract in the bottom of this email.  
To see the submission full text, please log in to <https://new.precisionconference.com/ecis>.  
  
You can accept or decline this review request at:  
{accept link}  
{decline link}  
  
In case of accepting this review request, please submit your review by January 24, 2018.  
  
Important information:  
For your review you should use the online review form provided by the Precision Conference Solu system.  
Please note that we have two different types of submissions: research papers, and research-in-pr papers.

[Do not assign.](#)



9. Once the **Reviewer** has been assigned, the submission's main page will update accordingly.

ECIS 2018 Papers

**Submission 1002 - "My first paper after it changed"**

**Reviews**

Reviewer	Role	Score	Review
<a href="#">Thanos Associate</a>	Associate Editor		<a href="#">edit</a>
<a href="#">Thanos Reviewer</a>	Reviewer		<a href="#">remove</a>

Assign reviewer

Continue

[Show potential reviewers](#)

[Mail to reviewers of this submission](#)

[Mail to subcommittee chairs of this submission](#)

[See log](#)

10. 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.

ECIS 2018 Papers

**Submission 1002 - "My first paper after it changed"**

**Reviews**

Reviewer	Role	Score	Review
<a href="#">Thanos Associate</a>	Associate Editor		<a href="#">edit</a>
<a href="#">Thanos Reviewer</a>	Reviewer		<a href="#">remove</a>

Assign reviewer

NewReviewer@precisionconference.com

Continue

11. Once you click **Continue** 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.
  
12. After clicking on **Create**, the system will take you to the “Assign a reviewer” email template. At this stage you have two options:
  - a. Select **Click and send email**, or
  - b. Click the **Do not assign** link
  
13. The submission’s homepage will update accordingly.

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ECIS 2018 Papers

**Submission 1002 - "My first paper after it changed"**

**Reviews**

Reviewer	Role	Score	Review
<a href="#">Thanos Associate</a>	Associate Editor		<a href="#">edit</a>
<a href="#">Thanos Reviewer</a>	Reviewer		<a href="#">remove</a>
<a href="#">New Reviewer</a> (tentative)	Reviewer		<a href="#">remove</a>

Assign reviewer

14. Any newly registered **Reviewers** will maintain their status as **tentative** until they accept your invitation.
15. If you experience any problems email us: [tech.support@ECIS2018.eu](mailto:tech.support@ECIS2018.eu)