



AMCIS 2024 Reviewer Guide – Tips and Tricks

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Reviewing for AMCIS 2024

Reviewing for AMCIS should be taken seriously as a reviewer has significant inputs into paper acceptance decisions for AMCIS and may potentially shape papers that eventually progress to publications. Therefore, this guide should provide guidance for reviewers on how submissions to AMCIS 2024 should be assessed and what are the essential steps in the review process.

Reviewers need to be aware of the essential steps and criteria related to assessing submissions for AMCIS 2024. They should also carefully read the [Track Descriptions](#) for the track for which they are reviewing as well as the [Types of Submissions](#) information that specifies criteria for the different kinds of submissions (e.g., full paper, ERF paper, etc.).

Please become familiar with the Reviewer component of the PCS system, as described in this guide.

Overview of the Review Process

The review process of all papers except for Panel proposals and PDS proposals follows a double-blind process with several involved participants, i.e., Program Chairs, Review Coordinators, Track Chairs, Minitrack Chairs, as well as Reviewers. Therefore, authors need to anonymize their submissions (also delete self-citations where necessary). Thus, all parties related to the review process **should immediately declare a conflict of interest** as soon as they become aware of this fact. This includes personal relationships, professor/student/advisor or employment relationships, the same institution, co-authors, or current research collaborators (see <https://misq.org/conflict>). When in doubt, please contact your Track Chairs or Minitrack Chairs. Besides, at any point in time, **all participants involved in the review process are expected to handle the submissions, reviewers, and the review process in a confidential manner.**



AMCIS 2024 Reviewer Guide – Tips and Tricks

Key Steps in the Review Process

Overall, the AMCIS 2024 review process contains several crucial steps to ensure high-quality proceedings and presentations. Due to the high number of submissions, it is essential that all involved parties strictly adhere to the communicated timelines to ensure a timely review process.

1. Desk Reject

After the submission deadline expires, Review Coordinators assess papers for mainly technical issues that warrant an initial rejection (e.g., exceeding the maximum paper length, non-compliance with submission template, etc.). These papers will not be assigned to Track Chairs. Authors will be informed by the Program Chairs concerning desk rejections.

2. Track Chair Assignment

Papers that comply with the AMCIS 2024 submission requirements are assigned to Track Chairs. On *very rare* occasions, papers not fitting a specific track are moved to other tracks that provide a better fit.

3. Early and Constructive Rejects

Minitrack Chairs assign reviewers for every paper except those they believe cannot survive the review process and will write the rejection report themselves. Reviewers must assess the quality of all appropriate papers; The goal is to provide authors of such papers with early feedback and allow them to submit their work elsewhere. All other papers continue through the regular review process. If the Track Chair agrees with the Minitrack Chair's recommendation, the Minitrack Chair should provide a detailed review report to the authors in the system, pointing out why the paper, in its current form, cannot be accepted at AMCIS. The Track Chair then endorses the review report and notifies the Program Chairs. The Program Chairs promptly deny or accept the recommendation and inform the Track Chairs. When the recommendation is not accepted, the Track Chairs will request the Minitrack Chairs to send the paper for review. The Program Chairs will notify the authors of all desk-rejected decisions. All other papers continue through the regular review process.

4. Review Phase

Minitrack Chairs assign papers to three reviewers, ensuring a diverse and also experienced review team. Each paper should be reviewed by at least one faculty member and not by a review panel comprised entirely of PhD students. Reviewers should provide detailed and constructive reviews for each paper reviewed. They should also ensure that comments to the authors and to the Minitrack and Track Chairs are consistent with the quantitative scores and recommendations that they have entered into the review system.

Reviewers should not upload any portion of author submissions into generative AI tools. Generative AI tools may be used for refining reviews but should not be used for initial drafts of reviews. Reviewers will be asked to disclose their use of generative AI when submitting their review in PCS.



5. Minitrack Chair Reports

Minitrack Chairs write a report for every paper based on the review team’s comments and their own assessment of the paper. The report should be detailed and highlight the Minitrack Chair’s views about the fundamental reasons leading to the rejection/acceptance of papers. In the unfortunate case of short or non-constructive reviews by one or more reviewers, the Minitrack Chairs should compensate by providing a more detailed report if necessary. If the Minitrack Chair recommends a “Revise and Resubmit” decision for the paper, the Minitrack Chair should provide a comprehensive list of issues that need to be addressed by the authors to have the paper accepted at AMCIS 2024, keeping in mind the short revision cycle of AMCIS 2024.

6. Track Chair Decisions

The Track Chairs will review all the Minitrack Chair reports and reviews to prepare a final shortlist of papers recommended for acceptance from their track. As the standards of reviewers and Minitrack Chairs differ, the Track Chairs should not depend purely on the quantitative scores provided by the review team but should read the papers and examine the qualitative comments of the review team.

7. First Decision

On the basis of the Track Chairs’ recommendations, the Program Chairs will assess all submissions and make the decisions for all papers. Decisions will be communicated to the authors by the Program Chairs.

8. Revisions

In the revision process, authors have to make adjustments to their papers in accordance with the reviews and submit their paper as a camera-ready version, with author information as well as acknowledgments. The revised papers should adhere to the revision template provided for this purpose.

Once resubmitted, the revised papers will be reviewed by the Minitrack Chairs to verify that the concerns raised by the review team, as specified in the review report, have been addressed. If the authors fail to do so, the paper will be rejected. To accelerate the process, authors are required to provide a point-by-point response to the review packet. After the Minitrack Chairs review the revised submissions, Track Chairs review the papers to make their recommendations to the Program Chairs. Final acceptance notifications will be communicated to authors by the Program Chairs.



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Volunteering to Review

1. Go to https://new.precisionconference.com/review_volunteering
2. Select the following options from the dropdown list:
 - a. Society: AIS
 - b. Conference/Journal: AMCIS 2024
 - c. Alongside **“submissions,”** select the number of reviews you will be able to perform. (Please note that we strongly recommend you not to volunteer for more than 3 reviews unless an exceptional situation warrants it.)
 - d. You need not volunteer for **“TREQ”** reviews at this time – there will be a separate call for it.

Volunteer to Review

Only tracks that are open to volunteering will appear below.

Show only Society: AIS Conference/Journal: AMCIS 2024

As soon as you select a number of reviews below, your selection will be recorded and confirmed by a fading green background. There is no "Submit" button on this page.

AIS

AMCIS 2024

Papers (Completed and ERF) 0 due March 22, 2024

TREQs, PDS, and Panels

Workshops

3. To select the tracks for which you'd like to review for AMCIS 2024: Click on **“Reviews”** at the top menu and then click on **“Provide areas of expertise.”**

Submissions Reviews Account

Reviews

[Volunteer to review](#)

[Provide areas of expertise](#)

[Provide sample publications](#)

[Provide reviewing background](#)

[Manage conflicts](#)

[See reviewing history](#)

Reviews in Progress Help

Assigned Completed Category Action

- Select the “**Society**” (AIS) and “**Conference/Journal**” (AMCIS 2024) again.

Areas of Expertise

Provide your areas of expertise for a Society below. You can (optionally) select a Conference/Journal to show only the areas needed by that Conference/Journal.
 You can also [import your areas of expertise from the old PCS system](#).

As soon as you click on a radiobutton below, your selection will be recorded and confirmed by a fading green background. There is no 'Submit' button on this page.

Show areas of expertise used by Society: Conference/Journal: *

Expertise				
expert	competent	limited	none	
				* conference year will vary
				ICIS 2021 Tracks
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	01 Conference Theme Track A: IS for Sustainability
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	02 Conference Theme Track B: IS for Resilience
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03 General IS Topics
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	04 Digital Learning and IS Curricula
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05 IS and the Future of Work
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	06 Societal Impact of IS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	07 Cyber-Security, Privacy, and Ethics of IS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	08 Blockchain, DLT, and Fintech
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09 Sharing Economy, Platforms, and Crowds
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10 Human Computer / Robot Interaction

- Scroll down to the “**Expertise**” section. The AMCIS 2024 tracks appear below that. Please indicate the tracks for which you would like to review by indicating “**expert**” or “**competent**” for those tracks. Needless to say, please do not select tracks where you have limited or no expertise.

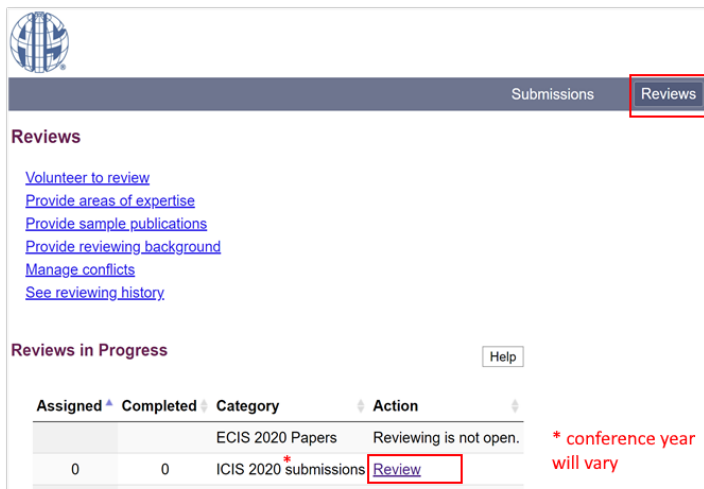
Writing a Review of a Submission

Logging In

1. Go to the AMCIS 2024 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 the Precision Conference System (PCS) or enter the email address that you provided when you agreed to be a reviewer.
 - b. If you do not know your password or have forgotten it, click on the “Reset my password” link.

Menu Options

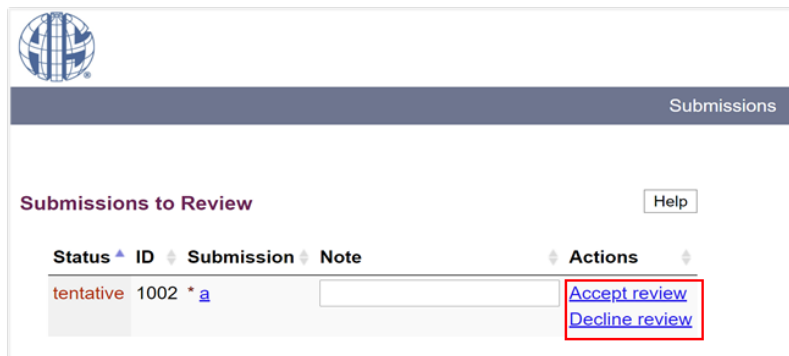
Once logged in, from the AMCIS 2024 PCS home page, select “Reviews” and then “Review” under the “Reviews in Progress” heading for the AMCIS 2024 Submissions.



The screenshot shows the top navigation bar with 'Submissions' and 'Reviews' (highlighted in a red box). Below the navigation bar, there are several links: 'Volunteer to review', 'Provide areas of expertise', 'Provide sample publications', 'Provide reviewing background', 'Manage conflicts', and 'See reviewing history'. Under the 'Reviews in Progress' heading, there is a table with columns: 'Assigned', 'Completed', 'Category', and 'Action'. The table has one row with '0' in the 'Assigned' column, '0' in the 'Completed' column, 'ICIS 2020 submissions' in the 'Category' column, and 'Review' (highlighted in a red box) in the 'Action' column. A red note on the right says '* conference year will vary'.

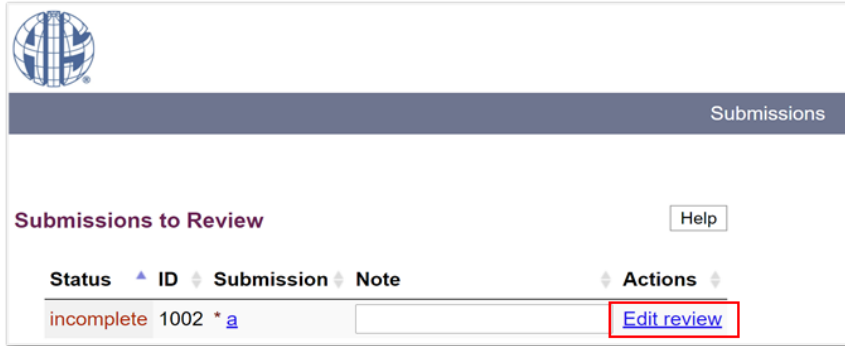
Reviewing Submissions

After you click on “Review,” you can see the paper assigned to you and choose to “Accept review” or “Decline review” in the “Actions” column.



The screenshot shows the 'Submissions to Review' section with a table. The table has columns: 'Status', 'ID', 'Submission', 'Note', and 'Actions'. The first row has 'tentative' in the 'Status' column, '1002 * a' in the 'ID' column, a blank box in the 'Submission' column, a blank box in the 'Note' column, and 'Accept review' and 'Decline review' (both highlighted in a red box) in the 'Actions' column.

1. If you choose to accept review, then you can edit your submission to complete it.



2. Once you click “**Edit review**,” the first thing you will need to do is to provide your overall rating of the submission and a rating of your own expertise:



The screenshot shows the 'Edit review' form for submission 1002 - "a". The form is titled 'Edit review of 1002 - "a"'. It has two main sections: 'Overall Rating' and 'Expertise'. The 'Overall Rating' section asks the reviewer to provide their overall rating of the submission and lists five options: 'Definite accept: I would argue strongly for accepting this submission.', 'Probably accept: I would argue for accepting this submission.', 'Borderline: Overall I would not argue for accepting this submission.', 'Probably reject: I would argue for rejecting this submission.', and 'Definite reject: I would argue strongly for rejecting this submission.'. The 'Expertise' section asks the reviewer to provide their expertise in the topic area of this paper and lists four options: 'Expert', 'Knowledgeable', 'Passing Knowledge', and 'No Knowledge'.

Next, enter **“Comments for Authors”** as well as **“Comments to Committee”**:

Comments for Authors

Please enter your comprehensive review below. Make sure you start with a brief summary of the p... design, methodology, collection of data, analysis, and findings.

Comments to Committee

Comments for the review committee that will NOT be sent to the authors:

3. Finally, to complete your review, please click on the **“Record Changes”** button.

Note


All reviews must be completed by June 17 *

* deadline may vary from year to year

Record Changes

[Return to list of reviews without changes](#)

4. You should receive a confirmation mail and the status of the review should change to **“complete”**



Submissions
Reviews
Chairing
Account

ICIS 2021 Test *

✔ The review has been recorded.

Submissions to Review Help

Status	ID	Submission	Note	Actions
complete	1002	* a		Edit review

* conference name and year will vary



Importance of a Timely Review

The AMCIS 2024 review process contains several crucial steps to ensure high-quality proceedings and presentations. Due to the high number of submissions, it is essential that all involved parties strictly adhere to the communicated timelines to ensure a timely review process. Reviewers play a key role in ensuring Track Chairs, and the Program Chairs meet their deadlines. In order for Minitrack Chairs to complete their reports, Track Chairs to record their decisions, and the Program Chairs to be able to notify authors on time, it is imperative that you submit your review by **March 25, 2024**.

How to Assess Submissions to AMCIS 2024

Key aspects for assessing submissions to AMCIS 2024 were communicated to the authors (please see the [“Types of Submissions & Instructions”](#) page) prior to submission. Central to assessing the submissions is the contribution of the paper. Reviewers should, therefore, take three very important aspects into account:

First, paper submissions to AMCIS 2024 can make a contribution to IS research by using diverse methodological and theoretical approaches. Thus, please assess papers using criteria relevant to the paper’s methodological and theoretical approach. We would encourage you to adopt an open-minded attitude when reviewing papers, given the diversity of approaches in our field.

Second, there are different submission types for AMCIS papers. For most tracks (except for Panels and PDS tracks), the relevant distinction is between completed research and short papers. Thus, please take a look at the [“Types of Submissions & Instructions”](#) document for the review criteria for different submission types.

Third, a high-quality review is typically at least **one page of written text** that provides constructive recommendations for concerns being raised, especially in the case of rejection. Authors will be thankful for the guidance, even though their paper might have been rejected. In either case, it is important to set the review's tone as constructive, respectful, and open-minded. Rai (2016) provides excellent guidance on how to write good and constructive reviews.

We thank you for your willingness to review for AMCIS 2024, especially if you have submitted a paper to the conference and provide a high-quality and timely review.

References

Rai, Arun. 2016. [“Editor’s Comments: Writing a Virtuous Review,”](#) MIS Quarterly, (40:3) pp. iii-x