Managing Reviews of a Submission

Logging In

1. Go to the AMCIS submission site: [https://new.precisionconference.com/ais](https://new.precisionconference.com/ais)

2. Enter your “Username” and “Password” and “Sign in”
   
   a. If this is your first-time logging in, refer to the login email that you received from PCS or enter the email address that you provided when you submitted your Minitrack Chair Proposal.

   b. If you do not know your password or have forgotten it, click on the Forget your password? “Reset my password” link.
Reviewing Initial Submissions

1. Once logged in, select “Reviews” tab then “Review (as a committee member)” for AMCIS 2022 Papers (Completed and ERF)

2. Here you will see all paper submissions to your minitrack. You can click on the submission title to see the full information for each submission.

Questions? Email amcis2022program@gmail.com
3. You can also select “Spreadsheet of my submissions” to see a spreadsheet of your submissions. This view allows you to sort by each of the columns, modify the columns, or even download the view into an Excel document.
IMPORTANT! Before assigning papers to reviewers:

Questions? Email amcis2022program@gmail.com
a. Make sure that the papers are not authored or co-authored by you or your co-chairs. If you still find your paper or co-chairs’ paper listed under your minitrack, please let the program chairs know. We will move it to the general papers section.
b. Check each paper to make sure that it conforms to the AMCIS format and that the paper meets the submission requirements (e.g., 10 pages for completed research and 5 pages for ERFs). Also check that the author information is omitted. If any papers significantly deviate from the suggested format or contain author’s information, please let the program chairs know.
c. In addition to formatting, do a brief review of each submission to make sure that the paper “fits” in your minitrack. If you think that any papers belong to a different minitrack, please notify the program chairs. We will work with you to redirect those papers to appropriate minitracks.

Assigning Reviewers

1. To assign reviewers you can choose to “Show potential reviewers” to “Assign” a reviewer or you can directly enter the email address of a reviewer of your choice in the “Assign reviewer” box and select “Continue”.

2. Repeat this process until you have invited enough reviewers for each submission.
Minitrack Chair Recommendations

1. To monitor reviews, see the columns to the left of each submission on the “Reviews” page. This location shows how many reviews have been done and how many have been assigned.
   a. Note: The first few columns show the review assignment and completion numbers. Hovering over each heading it helps to clarify (e.g., the cmte column shows minitrack co-chair status and the status heading are your own reviews).

2. Once your reviewers have submitted their reviews, you will be able to submit your minitrack chair comments, i.e. recommendations to your Track Chairs. You can choose “review 1” to read each reviewer’s comments.
3. Please submit your recommendation (not final decision) to the track chairs using the link that says “Edit review”.

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a. Remember to include comments from the minitrack chair role in the section titled "Minitrack Cochair Review (authors will see)". Please note these comments should not indicate acceptance or rejection decisions as recommendations will be made by the track chairs with final decisions from the program chairs.

b. You may include private comments to the AMCIS track chairs and program chairs via the "Comments to Chairs" field.
c. You may choose: “Recommend accepting the paper ‘as is’”, “Recommend accepting the paper subject to revision”, or “Recommend rejecting the paper.”

4. Once you have completed entering your ratings and any minitrack chair or confidential track chair comments, be sure to select “Record changes” to save your review comments.

5. There is an additional option for comments and discussion among minitrack chairs, track chairs, and program chairs using the “Discussion” tool. Comments can be made and tracked using the “start a new discussion thread” feature if needed.

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