

Handout for Track Chairs and Associate Editors

We are pleased that you are supporting the International Conference on Information Systems 2023 in Paderborn as Track Chair/ Associate Editor. We would already like to thank you for your commitment. This handout is intended to inform you about the review process and the key tasks of being a Track Chair/ Associate Editor.

1) The Review Process

Reviewing for WI 2023 is a serious matter. The reviews determine what is accepted for publication and/or presentation. In the long run, this has an impact on people's professional advancement, careers, and progress in the field. The review process for WI 2023 follows accepted international standards and is realized through a process involving Track Chairs (TCs), Associate Editors (AEs), and Reviewers. Figure 1 illustrates the review process.

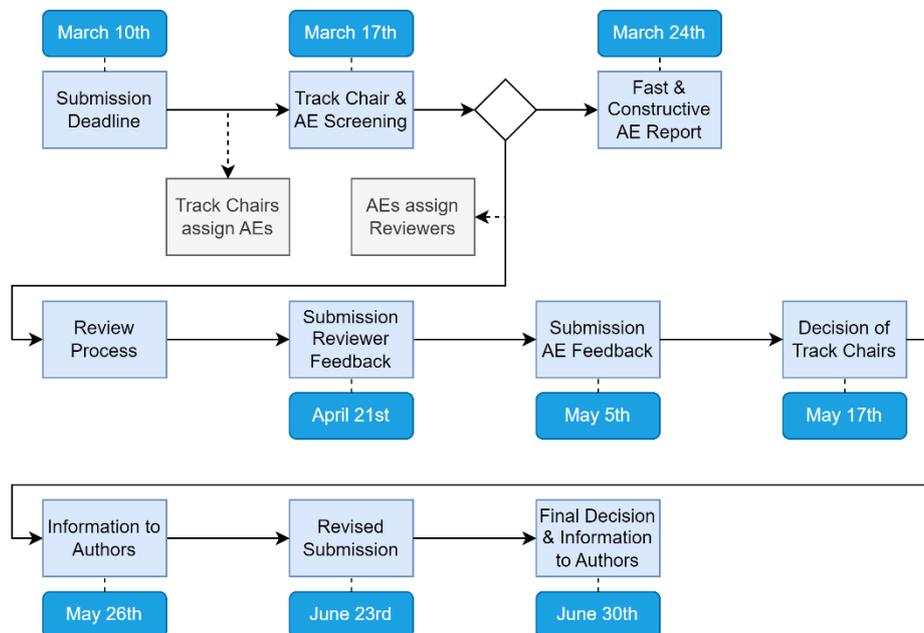


Figure 1: Review process

After the submission deadline conference chairs screen submissions and inform Track Chairs when the process starts.

Track Chairs have a first look at the submission. If they decide to proceed with the review process of a submitted paper they assign the submission to specific AEs. If they decide not to proceed with the review process they can themselves write a Fast&Constructive AE Report or they might ask an AE to do so.

AEs are responsible for the overall review quality of particular research papers, as they manage the respective reviewers of a particular submission. AEs ensure that submissions have the potential to make a contribution and will provide a recommendation for a fast and constructive AE reject to the TCs, if papers do not meet this condition. In this case, AEs have to provide a Fast&Constructive AE Report.

If a decision to proceed with assigning reviewers no report is required at this point. AEs recruit reviewers and assure at least three reviews per submission. AEs provides a summary of the reviews with their own assessment.

The final decision regarding the acceptance of submission is made by the Track Chairs. When Track Chairs have provided their final decision in the system, authors will be informed by the conference chairs about the result of the reviewing process.

Authors of “revise and resubmit” papers will additionally receive a list of well-specified acceptance conditions. All “revise and resubmit” papers will have to be resubmitted to the responsible AEs, who will make a recommendation of acceptance or rejection based on the acceptance conditions. Special rules and deadlines apply to submissions in the Student Track and for the Business Analytics Talks.

2) Your tasks as a Track Chair

- Coordination of the Review process for the track (see above).
- First screening of the papers submitted and identification of desk reject candidates (e.g., a full paper only has one page); Coordination that a Fast&Constructive AE Report is written for those papers.
- Management of AEs to ensure that reviewers are assigned and that AEs provide their recommendations in time
- Final decision on acceptance or rejection of contributions based on the consolidated reviews of the AEs.
- Formulation of recommendations for best paper awards and candidates for fast-track options in selected journals.
- Arrange and moderate the conference sessions.

3) Your tasks as an Associate Editor

- First assessment of papers and making a decision on whether a paper will be sent out for review.
- Providing a Fast&Constructive AE Report if a paper is not sent out for review.
- Recruit and assign reviewers to particular submissions.
- Manage reviewers such that reviews are provided in time
- Prepare a consolidated review based on the feedback from the reviewers including a recommendation to the TCs on whether the paper should be accepted, revised and resubmitted, or rejected.
- If the recommendation is “revise and resubmit”, the AE provides a comprehensive list of issues that need to be fixed by the authors to have the paper accepted.