PACIS 2025 Associate Editor Guide – Tips and Tricks

Table of Contents

Managing Reviews of a Submission 1
- **Logging In** 1
- **Menu Options** 2
- **Reviewing Initial Submissions** 2
- **Assigning Reviewers** 4

Associate Editor Recommendations 6

Nominating a Best Reviewer 8

Timeline 8

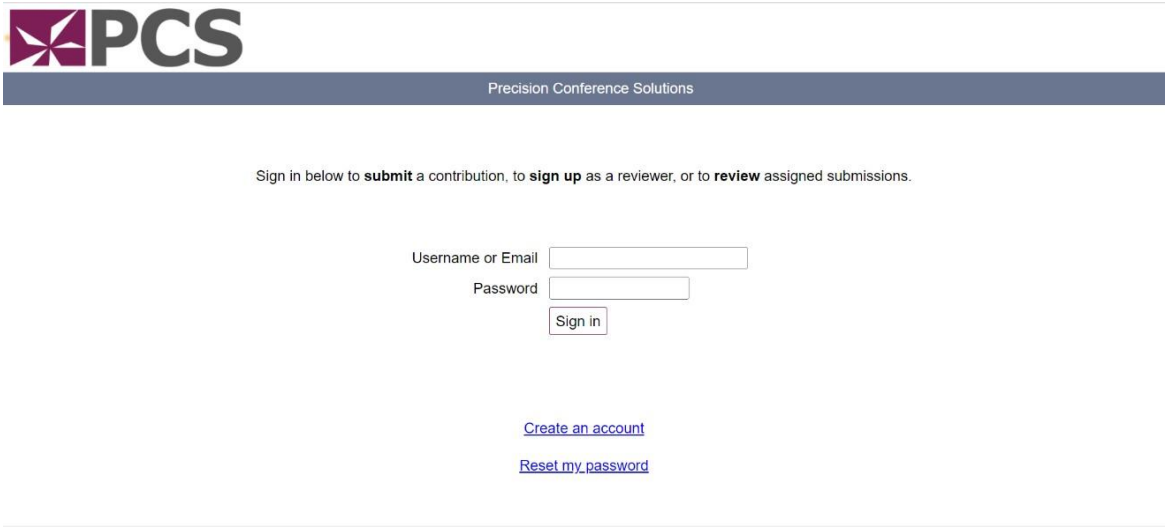
Our timeline for notifying authors of decisions on their papers is very tight. We, therefore, MUST stay on track with each milestone on our timeline. Please see the timeline at the end of this document. We count on your timely completion of your milestones.

Managing Reviews of a Submission

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

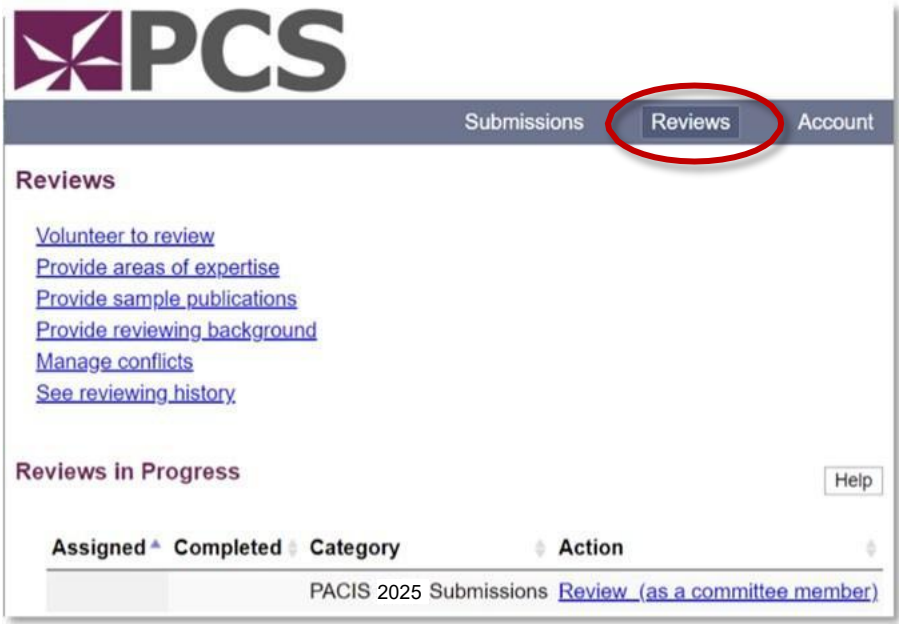
Logging In

1. Go to the PACIS 2025 submission site: https://new.precisionconference.com/user/login
2. Enter your "**Username or Email**" and "**Password**" and click "**Sign in.**"
   a. If this is your first time logging in, enter the email address that you provided when you agreed to be an AE.
   b. If you do not know your password or have forgotten it, click on the "**Reset my password**" link.



Menu Options

1. Once logged in, from the PACIS 2025PCS home page, click **"Reviews"** and then **"Review (as a committee member)"** under the "Reviews in Progress" heading

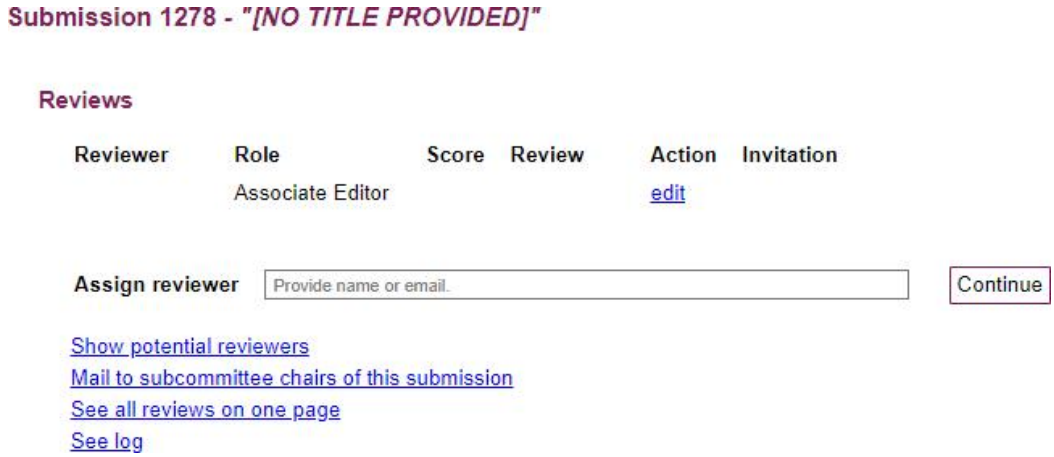


Please note that "Committee Member" here is synonymous with "Associate Editor."

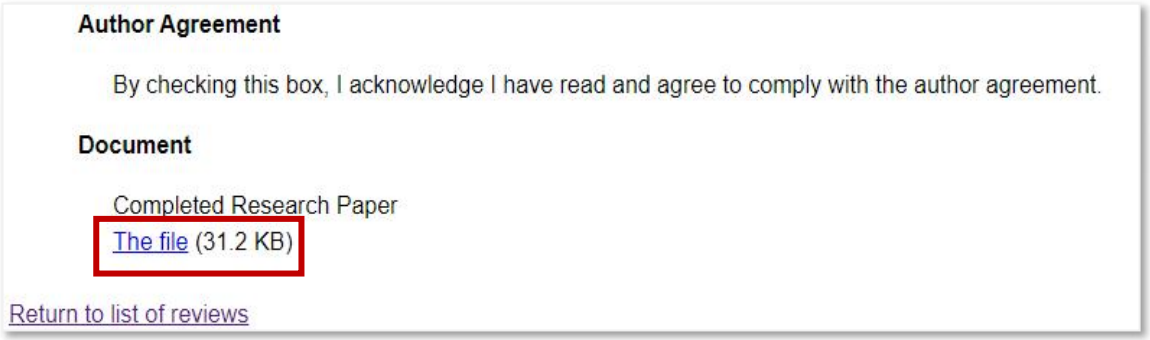
Reviewing Initial Submissions

1. After you click on **"Review (as a committee member),"** you will see all papers assigned to you under the heading "Submissions to Coordinate (as Associate Editor)."

2. Click on each **paper title** from the "Submission**"** column to view more details about that paper.



3. Scroll down and click on the **"The file"** link under the "Document" heading to download the submission file for review.



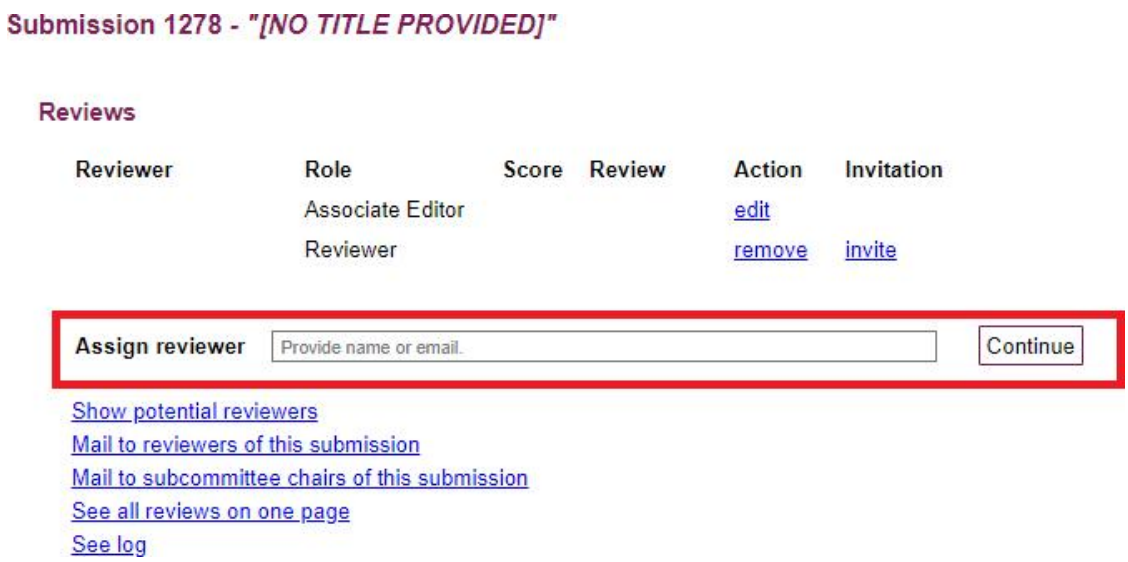
IMPORTANT! Before assigning papers to reviewers:

a. Ensure that there is **no conflict of interest** before initiating the review process for you or the intended reviewers. For example, if you find your own paper assigned to you or that of a colleague from the same institution or a co-author, please let the Track Chairs know. They will reassign it. Please comply with the conflicts of interest policy (follow

the MISQ conflicts of interest policy: https://misq.org/conflict/).

Assigning Reviewers

1. In choosing reviewers, please ensure the following. First, at least one reviewer should NOT be a PhD student. Second, the AIS strongly encourages diversity and inclusion in all areas. To foster this in the review process, we ask that you do NOT limit your choice of reviewers to students or colleagues from your own institution but rather develop a broader pool of reviewers. Third, do NOT assign a paper to a reviewer with potential conflicts with the authors, i.e., who is at the same institution as the authors or who has co-authored with the authors.
2. To assign reviewers, click on the paper title under the "Submission" column.
3. You will see your name listed under Reviewer. Note that your **Role** is "Associate Editor." You will see an "Assign Reviewer" input field. Please use this to search for specific reviewers.



4. Please search for the reviewer name or email under the "**Assign reviewer**" field.
   If there is a reviewer match, you will be able to find the reviewer's name and click "**Continue**."

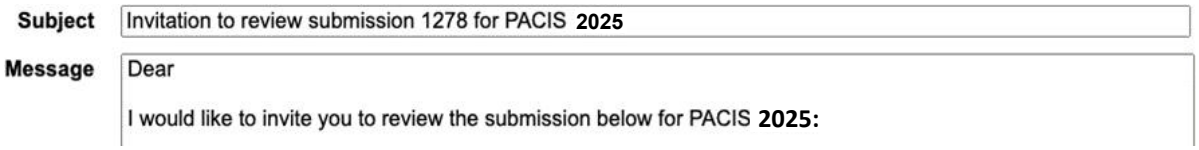
   If there is not a match, you will find that the "Assign reviewer" field is blank. Even then, click "**Continue**," and you will be able to **create a new account** to invite your reviewer.

   Note: If you assign a reviewer and later want to unassign/remove them, you will see that option too. To remove reviewers, click "**remove**" under the "Action" column, and confirm

that you wish to remove the reviewer.

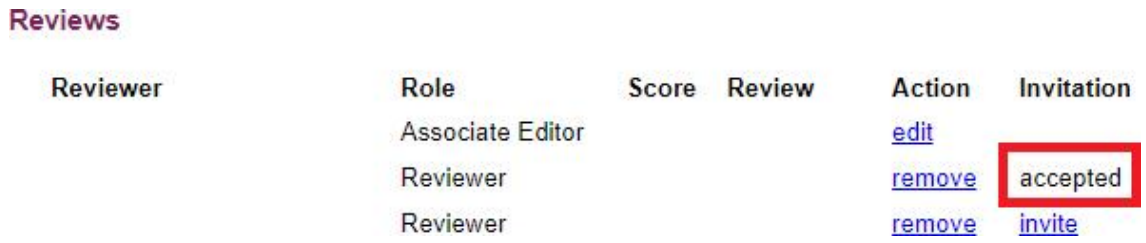
5. Once you have chosen the reviewers, please click on "**invite**" under invitation.

6. An automatically populated email template specifying the deadline for the reviewer is generated. **Please CC yourself in the email.** Send the email to the reviewer. An email will be generated that includes auto-populated links when the email is sent:



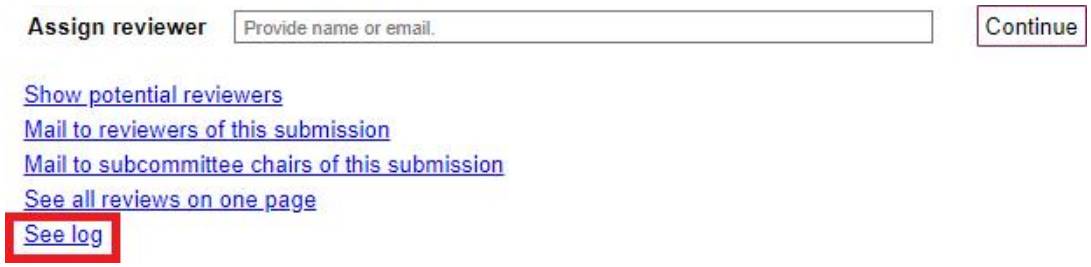
Please **check back to see if the reviewer has accepted your invitation.** You can keep track of the invitations by returning to the page for that submission. Once you send an email invitation, the assignment will be indicated as **[tentative]** as per the diagram below.

When a reviewer accepts the invitation by clicking on the accept link in the invitation email, the invitation status will change to **"accepted." If a reviewer has not accepted your invitation within the day, please follow-up with them outside of PCS.**



If the reviewer rejects your assignment by clicking on the reject link in the invitation email, the reviewer information will disappear from the submission page, as per the diagram below. **If a reviewer rejects your invitation or is unresponsive, please invite another reviewer ASAP.**

7. If you wish, you can click on the **"See log"** link, and it will show the details of the manuscript's status.



8. Repeat this process until you have invited enough reviewers for each submission. **Please assign three reviewers per paper.**
9. All reviewer assignments for your papers should be done by **March 17, 2025.**

Associate Editor Recommendations

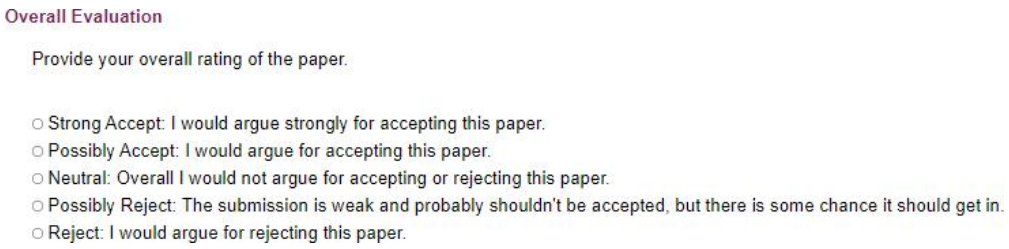
1. To monitor reviews, from the PACIS 2025 PCS home page, select "**Reviews**" and then "**Review (as a committee member)**."
2. The first column to the left of each submission shows how many reviews have been done, out of the number assigned (e.g., in this screenshot, 0/1 means no review has been completed out of 1 review assigned; 1/2 would mean 1 review had been completed out of 2 assigned). The system includes color-coding; green to indicate when sufficient reviews are done and red when needed reviews are still outstanding.

3. Once your reviewers have submitted their reviews, you will be able to submit your associate editor report and recommendations to your Track Chairs. For this, go to each submission.

4. You can click “See all reviews on one page” or click on “review 1”/ “review 2,” etc., to see the reviews by each reviewer. Click “edit” in the AE row to submit your review for the Track Chairs to read.

   a. Input **“Associate Editor's Comments”**

   b. Choose one of the options in **“Overall Evaluation”**:

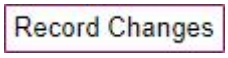


   c. Fill in the **“Comments to the Track Chair”**, the content of which is hidden from the authors

   d. Select **“Best Paper Award Nomination”**: “Yes” or “No”

e. **Please do not include your recommended decision in your "Associate Editor's Comments" – because the Track Chairs or Program Chairs may come to a different conclusion.**

5. Once you have completed entering your ratings and any comments, be sure to click **"Record Changes."**



6. Under the **"Submissions to Coordinate (as AE)"** heading, you should see that the status has changed from **"incomplete"** in red to **"complete"** in green for the paper processed

Nominating a Best Reviewer

We would like to recognize the contributions of reviewers who have provided high-quality and timely input. Please take the time to **identify such a reviewer from among those that provided inputs on papers that you handled**. After you have submitted your reports, **email your Track Chairs (on your own – not through PCS) nominating this reviewer, with your reasons**.

Timeline

Deliverable	Due	From
Regular Track submissions due	March 1	Authors
AE assignment	March 12	TCs
Assignment of 3 reviewers	**March 17**	**AEs**
Paper reviews	April 13	Reviewers
AE reports and recommended decisions, and best paper recommendations	**April 20**	**AEs**