PACIS 2025 Reviewer Guide – Tips and Tricks

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Reviewing for PACIS 2025

Reviewing for PACIS should be taken seriously as a reviewer has significant inputs into paper acceptance decisions for PACIS and may potentially shape papers that eventually progress to publications. Therefore, this guide should provide guidance for reviewers on how submissions to PACIS 2025 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 PACIS 2025. They should also carefully read the track description for the track for which they are reviewing.

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

Overview of the Review Process

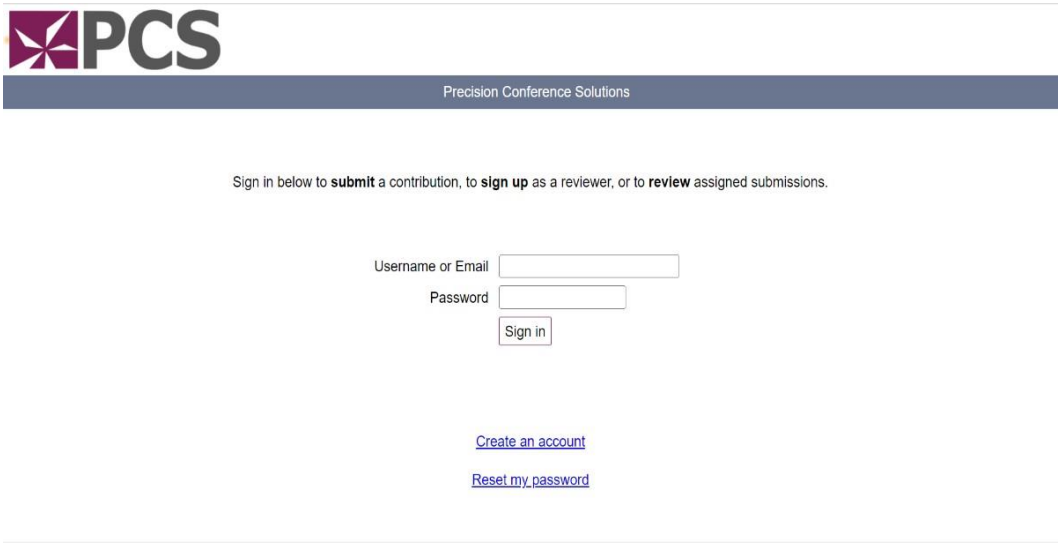
The review process of all research papers follows a double-blind process with several involved participants, i.e., Program Chairs, Review Coordinators, Track Chairs, Associate Editors (AEs), as well as Reviewers. Therefore, authors need to anonymize their submissions (also delete self-citations where 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, teacher/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. 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.**

Writing a Review 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, 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.



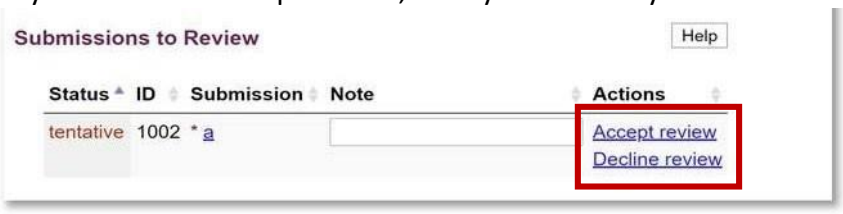
Menu Options

1. Once logged in, from the PACIS 2025 PCS home page, select **"Reviews"** and then **"Review"** under the "Reviews in Progress" heading for the PACIS 2025 Submissions.

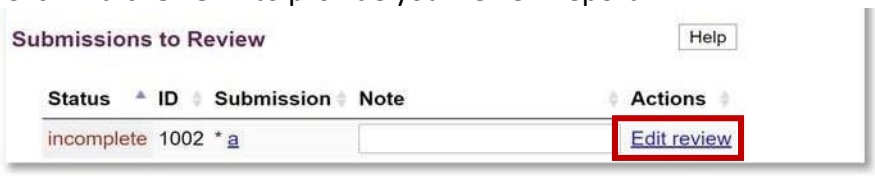
Reviewing Submissions

1. 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.

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



3. Click "**Edit review**" to provide your review report.



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

Expertise

Provide your expertise in the topic area of this paper.

- ○ Expert
- ○ Knowledgeable
- ○ Passing Knowledge
- ○ No Knowledge

Overall Evaluation

Provide your overall rating of the paper.

- ○ Strong Accept: I would argue strongly for accepting this paper.
- ○ Possibly Accept: I would argue for accepting this paper.
- ○ Neutral: Overall I would not argue for accepting or rejecting this paper.
- ○ Possibly Reject: The submission is weak and probably shouldn't be accepted, but there is some chance it should get in.
- ○ Reject: I would argue for rejecting this paper.

b. Fill in **"Comments to the Authors "**

c. Fill in the **"Comments to the Associate Editor"**

d. Select **"Best Paper Award Nomination"**

Best Paper Award Nomination

- ○ Yes
- ○ No

4. Finally, to complete your review, please click on the "**Record Changes**" button.

Record Changes

5. You should receive a confirmation mail and the status of the review should change to "**complete**"

Importance of a Timely Review

The PACIS 2025 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 AEs, TCs, and the Program Chairs meet their deadlines. In order for AEs to complete their reports, TCs 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 **April 13, 2025**.