



ICIS 2026 Associate Editor Guide Tips and Tricks

Last updated June 9, 2026

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Note: All names and emails (other than icis.pchair.2026@gmail.com for your queries) that appear in the guide are ONLY for the purpose of illustrating how to use the system.

*With the large number of submissions, 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 [full 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.

Key Steps in the Review Process

Overall, the ICIS 2026 review process contains several crucial steps to ensure high-quality proceedings and presentations.

1. Initial 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



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Chairs. Authors will be informed by the Program Chairs concerning initial rejections.

2. Track Chair Assignment

Papers that comply with the ICIS 2026 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

Track Chairs assign an AE for every paper, except for those that they think cannot survive the review process and will write the review report themselves. For papers assigned to them, AEs should assess each paper's scholarly contribution and potential for ICIS 2026. If the AE feels that a paper has very little likelihood of being accepted at ICIS 2026, the AE can recommend early rejection of the paper to the Track Chair without sending the paper out for review. The goal is to provide authors of such papers with early feedback and offer them the opportunity to submit their work elsewhere. If the Track Chair agrees with the AE's recommendation, the AE should provide a detailed review report to the authors in the system, pointing out why the paper, in its current form, does not have the potential for being accepted at ICIS. The Track Chair then endorses the review report, and the Program Chairs inform the authors of the decision. All other papers continue through the regular review process.

4. Review Phase

Associate Editors (AEs) assign papers to two or three reviewers, ensuring a diverse and also experienced review team. Each paper should be reviewed ideally by at least **two faculty members**; a PhD students can be a reviewer but no paper should have a majority of reviewers being PhD students. Reviewers should provide detailed and constructive reviews. They should also ensure that comments to the authors and to the AE and Track Chairs are consistent with the quantitative scores and recommendations that they have entered into the review system.

5. Associate Editor Reports

Associate Editors (AEs) 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 AE'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 AE should compensate by providing a more detailed report if necessary. If the AE recommends a



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conditional acceptance of the paper, the AE should provide a comprehensive list of issues that need to be addressed by the authors to have the paper accepted at ICIS 2026, keeping in mind the short revision cycle of ICIS 2026.

Reviewers have been told that they must not upload any portion of author submissions into generative AI tools. Generative AI tools cannot be used for writing the review, but they can be used for refining the completed review for grammar/style. Reviewers will be asked to disclose and justify their use of generative AI when submitting their review in PCS. Reviewers are expected to provide value to the authors based on objective and respectful feedback based on their expertise. This cannot be delegated to an AI tool. The same applies to AE reports.

As an AE, if you come across an unacceptable case of reviewer use of AI, it should be dealt with based on the reviewers' guidelines and be treated homogeneously in each track. Reviews can be discarded when deemed unacceptable and this decision can be made by the AE or track chairs directly. Exceptional cases can be escalated to the Program Chairs. The Program Chairs may refer violations of the AI Policy to the Research Conduct Committee for review.

6. Track Chair Decisions

The Track Chairs will review all the AE reports and reviews to prepare a final shortlist of papers recommended for acceptance from their track. As the standards of reviewers and AEs differ, 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 adjust their papers in accordance with the reviews and submit their paper as a camera-ready version, with author information and acknowledgments. The revised papers should adhere to the revision template provided for this purpose.

Once resubmitted, the revised papers will be reviewed by the Track Chairs to verify that the concerns raised by the review team, as specified in the AE report, have been addressed. If the



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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. Final acceptance notifications will be communicated to authors by the Program Chairs. Once resubmitted, the paper cannot be modified or withdrawn and authorship cannot be changed.

Logging In

1. Go to the ICIS 2026 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) in February/March OR 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 ICIS 2026 PCS home page, click “**Reviews**” and then “**Review (as a committee member)**” under the “Reviews in Progress” heading

Questions?

Program-Chairs Email: icis.pchair.2026@gmail.com

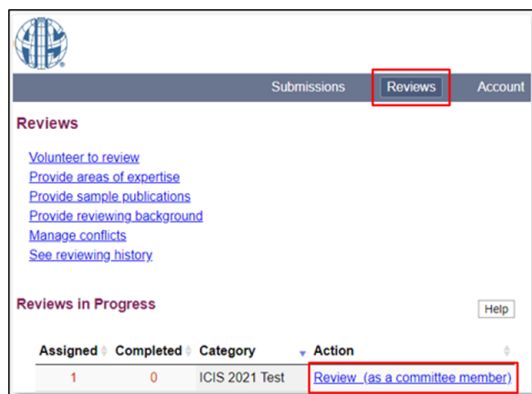
Review-Coordinators Email: icis2026.review@gmail.com



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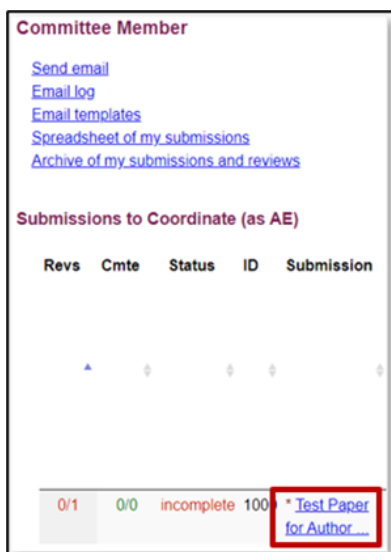
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2. Please note that **"Committee Member"** here is synonymous with **"Associate Editor."**

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 AE)."**



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

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[Redacted]	AE			edit	
[Redacted]	reviewer			remove	invite

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

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

Author Agreement

By checking this box, I acknowledge I have read and agree to comply with the author agreement.

Document

Completed Research Paper

[The file \(31.2 KB\)](#)

[Return to list of reviews](#)

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. For guidance on indicators of conflict of interest, see the JAIS

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instructions for examples (<https://aisel.aisnet.org/jais/authorinfo.html>).

- b. In addition, do a brief review of each submission to make sure that the paper **“fits”** in your track. If you think that any of the papers assigned to you belong to a different track, please notify the Track Chairs immediately. They will work with the Program Chairs to redirect those papers to appropriate tracks.

Early Rejects

1. When prescreening papers, AEs are to identify any papers that they think should be given an **Early Reject**, without sending them to reviewers. Note: If you determine that any paper assigned to you should be early rejected due to insufficient quality, i.e., unlikely to “survive” the review process, you will need to provide a detailed and constructive review of the paper to your track chairs by **June 1, 2026**.
2. This determination needs to be made quickly (latest by **May 19, 2026**). Once you determine that you would like to recommend an early reject, please click on **“edit”** for that paper, as shown in the screen below.

Reviewer	Role	Score	Review	Action	Invitation
	AE			edit	

3. Then please click on the **“early reject”** radio button to inform the Track Chairs that you are not sending the paper out for review because you consider this a candidate for early reject. You will need to check with the Track Chairs whether they agree. So please record your comments/reasons for early reject recommendation to the Track Chairs under the **“Comments to Committee”** text box and email the Track Chair you are working with.

Edit review of 1000 - "Test Paper for Author Guide"

Early Reject?

Indicate whether this submission should be an "early reject".

☐ early reject
 ☐ not early reject



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- Once you enter the recommendation for an early reject, the Track Chairs will need to evaluate it. If they concur, they will recommend early reject to the Program Chairs, and you will be expected to produce a detailed review report (by **May 19, 2026**).
- Your deadline for providing a detailed and constructive review report is **June 1, 2026**. To do so, please enter your review in the **"Comments for Authors"** text box.

Assigning Reviewers

- In choosing reviewers, note that each paper should be sent to 2-3 reviewers. Each reviewer must have expertise in some aspect of the paper (e.g., topic, theory, method). A paper shouldn't have a review team made up of a majority of PhD students. A paper should be reviewed by 1-2 faculty members. Please also leverage diversity and inclusion to improve reviewing quality. For instance, do NOT limit reviewers only to students or colleagues at your own institution but rather develop a broader pool of reviewers. Finally, 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.
- To assign reviewers, click on the paper title under the "Submission" column.
- You will see your name listed under Reviewer. Note that your **Role** is "AE." You will see an "Assign Reviewer" input field. Please use this to search for specific reviewers.

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[Reviewer Name]	AE			edit	
[Reviewer Name]	reviewer			remove	invite

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[See all reviews on one page](#)
[See log](#)

- Please search for the reviewer name or email under the **"Assign reviewer"** field.

Questions?

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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. Alternatively, you can look for potential reviewers that have volunteered to review for your track. You can do so by selecting **"Show potential reviewers."** You will see the screen below.

#1014 - Potential Reviewers

Restrict to reviewers at least at

and at least at

Below, bids are 1=want, 2=willing, 3=reluctant, and C=conflict. A score of -1 means that the person has not uploaded their sample publications.

Previous Next Show entries Search:

Score	Bid	Name	Committee?	Volunteered Reviews	Assigned Reviews	Primary Reviews	Secondary Reviews	Action
-1		Test Committee	cmte	0	4	2	2	assign
-1		AE User	cmte	0	1	1	0	AE
-1		Test Reviewer		0	2			assign

6. Select the following:
 - a. Restrict to reviewers at least **"Competent"** at "This submission's keywords – [your track title]" and click **"Update."**
 - b. You will see a list of reviewers who have volunteered to review for your track. Reviewers have been instructed to choose either "Competent" or "Expert" for the tracks they are



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- volunteering to review for. If they have done so, they will appear on the list.
- Note that the best approach to identifying reviewers is to rely on your own knowledge of people in the field and inviting them to review.
 - Click “assign” for the reviewer you choose.
7. Once you have chosen the reviewers, please click on “invite” under invitation.

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
Martha Borges	AE			edit	
Luisa Borges	reviewer			remove	invite

8. 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:

Subject Invitation to review submission 1000 for ICIS 2021 *Year varies year after year

Message

Dear Martha,

I would like to invite you to review the following paper:

#1000 – Test Paper for Author Guide *Year varies year after year

Reviews are due on June 17, 2022. The abstract is appended below. To see the full paper, you can log on at

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.

Questions?

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Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[redacted]	AE			edit	
[redacted]	reviewer			remove	invite
[redacted] (tentative)	reviewer			remove	sent

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.**

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[redacted]	AE			edit	
[redacted]	reviewer			remove	invite
[redacted]	reviewer			remove	accepted

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.**

Submission 1000 - "Test Paper for Author Guide"

Reviews

Reviewer	Role	Score	Review	Action	Invitation
[redacted]	AE			edit	
[redacted]	reviewer			remove	invite

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9. If you wish, you can click on the **“See log”** link, and it will show the details of the manuscript’s status.

10. Repeat this process until you have invited enough reviewers for each submission. **Please assign two or three reviewers per paper.**
11. All reviewer assignments for your papers should be done by **May 17, 2026**.

Associate Editor Recommendations

1. To monitor reviews, from the ICIS 2026 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.

Revs	Cmte	Status	ID	Submission
0/1	0/0	incomplete	1000	Test Paper for Author...

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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.

Reviewer	Role	Score	Review	Action	Invitation
[Redacted]	AE			remove edit	
[Redacted]	reviewer	5	* review 1	remove	invite
[Redacted]	reviewer	2	* review 2	remove	invite

Assign reviewer

[Show potential reviewers](#)
[Mail to reviewers of this submission](#)
[Mail to subcommittee chairs of this submission](#)
[See all reviews on one page](#)
[See log](#)

4. Click **“See all reviews on one page”** or click on **“review 1”/ “review 2,”** etc., to see each reviewer’s review. Click **“edit”** in the AE row to submit your review for Track Chairs to read.
- If you did not choose to recommend an early reject, please indicate “not early reject”
 - You may choose: “Definite accept,” “Probably accept,” “Borderline,” “Probably reject” or “Definite reject” in your **“Overall Rating.”**
 - Choose “Expert,” “Knowledgeable,” “Passing Knowledge,” or “No Knowledge” under **Expertise.**
 - Please do not include your recommended decision in the text of your “Comments for Authors” – because the Track Chairs or Program Chairs may come to a different conclusion.**
 - There are several award categories – see [Awards Criteria and Processes](#). Please consider if the paper is deserving of a nomination for a best paper award. Please indicate your nominations in the form as follows.

Would you nominate the paper for any of the below awards:

- ☐ Best Paper in Track Award (Completed Research Paper)
- ☐ Best Overall Conference Paper Award - in Honor of TP Liang (Completed Research Paper)
- ☐ Best Design Science Award - in Recognition of Nunamaker-Chen (Completed Research Paper)
- ☐ Best Short Paper Award - in Honor of TP Liang (Short Paper)
- ☐ Best Student Paper Award (Completed Research Paper; Student must be First Author)

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- f. If you are **nominating a paper for a best paper award**, please provide 2-3 sentences explaining why you think the paper should be nominated, in your “**Comments to Committee**” field in your AE report.
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.

Submissions to Coordinate (as AE)				
Revs	Cmte	Status	ID	Submission
2/2	0/0	complete	1014	Test Submission 03

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**.

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Full Timeline

Deliverable	Due	From
Initial manuscripts	by May 1	Authors
Papers released to TCs after format, plagiarism, and duplication checks	May 12	Review Coordinators
Identify and inform PCs of any papers to be moved to other tracks	May 14	TCs
AE assignment	May 15	TCs
Early reject for fit with conference/MIS	May 16	TCs
Assignment of 2-3 reviewers	May 17	AEs
Inform and consult TCs about early rejects for expedited review	May 19	AEs
Confirmation of early rejects in PCS	May 19	TCs
Early reject reports	June 1	AEs
Endorsement of AE early reject reports	June 5	TCs
Early reject decisions sent out	June 13	PCs
Paper reviews	June 13	Reviewers
Check for review completion	June 14	AEs and TCs
AE Paper reports and recommended decisions	June 26	AEs
AE Best paper recommendations	June 26	AEs
TC Paper (recommended) decisions	July 7	TCs
TC Best paper nominations	July 10	TCs
Best AE and best reviewer nominations	July 10	TCs
Author decision notification	July 21	PCs
Revised manuscripts	by September 1	Authors
Check if review comments have been addressed	September 2-14	TCs
Format and plagiarism checks	September 2-14	Review Coordinators
Final paper decisions in PCS	September 15	TCs
Papers with minor formatting violations fixed	by September 19	Authors
Session chair and session planning suggestions	September 30	TCs

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Awards Criteria and Processes

Award	Criteria	Process
Best Paper in Track Award	- Completed Research Paper - Could be a conceptual, method, or empirical paper	- AEs / TCs nominate papers - TCs select one paper from their track for award
Best Overall Conference Paper Award	- Completed Research Paper - Could be a conceptual, method, or empirical paper	PCs or their delegates select from among Best Paper in Track awardees
Best Short Paper Award	- Short paper - Innovative	- AEs / TCs nominate papers - TCs select at most ONE paper in their track to nominate for Best Short Paper Award - PCs (or their delegates) select from among tracks' nominees for Best Short Paper Award
Best Student Paper Award	- The first author is a student - Completed Research Paper - Could be a conceptual, method, or empirical paper	- AEs / TCs nominate papers - TCs select at most ONE paper in their track to nominate for Best Student Paper Award - PCs (or their delegates) select from among tracks' nominees for Best Student Paper Award

AI Usage Policy - Authors & Reviewers

Authors and reviewers must comply with the [AI Usage Policy](#) for AIS Conferences.

Questions?

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Review-Coordinators Email: icis2026.review@gmail.com