WI 2017
Guidelines and Policies for Reviewing
University of St. Gallen
Institute of Information Management

Jan Marco Leimeister, Walter Brenner, Christoph Peters
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1. General Information

The review process shall include all WI community members, therefore emphasizing that reviewing for WI 2017 is a strongly community-driven process. In general, all submissions to WI 2017 that meet the overall criteria of the conference theme are invited. We therefore seek submissions that are thought leading in their specific research area, and thus, make a novel and innovative contribution to the field. This document summarizes the reviewing process for the Wirtschaftsinformatik (WI) 2017 conference. It is based on the processes and experience of previous WI conferences (Thomas & Teuteberg 2014; Alt, Franczyk & Hrach, 2012; Bernstein & Schwabe, 2010), other international conferences in computer science and information systems (Benbasat, Bjørn-Andersen & Sencer 2016, Druin, & Kaye, 2016; Gergle & Morris 2016) Lee, & Dennis, 2015; Leidner & Ross 2015) as well as established standards in the domain of Information systems (Association for Information Systems, 2014). The WI 2017 review process involves five parties (see Figure 1):

- **Conference Chairs (CC)** are responsible for the organization of the WI 2017 conference. Among other responsibilities, they develop a list of tracks, recruit Track Chairs, and oversee the entire reviewing process. To assure independence, CCs are not allowed to submit papers to the conference. In the case of WI 2017, Prof. Dr. Leimeister and Prof. Dr. Brenner serve as the CCs.

- **Track Chairs (TC)** organize one of the 14 scientific WI 2017 tracks. Two full professors take this role, organize the team of Associate Editors, and oversee the review process in their respective tracks. TCs are therefore responsible for the overall review quality in their track via the management of the respective AEs of their track. They prepare the final decisions concerning the submissions for the track meeting. A person may only act as a TC in one track. TCs are not allowed to submit papers to their own track, but are free to do so concerning other tracks.

- **Associate Editors (AE)** are members of the academic community (full/assistant/ junior professors, postdocs, or practitioners with a doctoral degree and experts in their field) who are responsible for a limited number of papers in a specific track. 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. Additionally, AEs recruit reviewers and assure at least three reviews per submission. A person may act as an AE in only one track. AEs may submit a maximum of two submissions to the respective track (as determined by submission date and time). Publications in excess of this number will be desk rejected, only accepting the first two submissions (chronologically). However, AEs are free to submit any number of papers to all other tracks.

- **Reviewers** should be at least advanced PhD students. The most relevant issue here is their domain knowledge in the area of the paper and that they provide substantial feedback to the authors.

- **Authors** submit papers to the conference and need to remain anonymous for the entire process. The only exception applies to the discussion among the track chairs

and the AE members. Unless the author does not act as a CC, TC, or AE, there is no maximum number of submissions.
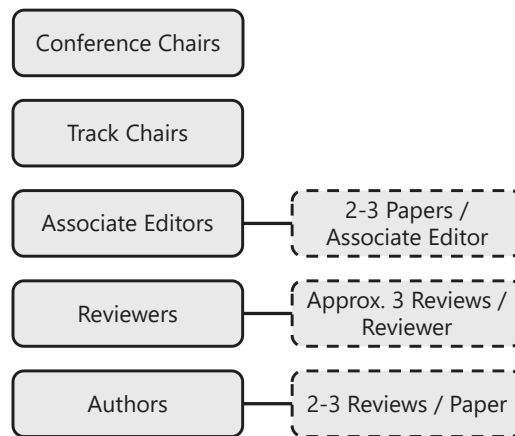

Figure 1: Organization of the review process at WI 2017

Authors of German and English research papers are invited to submit their work to WI 2017. When preparing the submissions, the authors need to consider the following:

- All submissions must be made via the reviewing system by **August 26th, 2016**. Papers must not exceed the limit of 15 pages (including title, abstract, references, appendices, as well as space for author details and acknowledgments). Longer papers face desk rejection. There will be no exceptions from these rules.
- All submissions must be formatted by using a provided MS Word template document proceeding style in A4. Only documents adhering to this template will be accepted. Authors have to ensure that colored figures will later print adequately in black and white.
- All authors will be informed by the TCs 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. The final decision will be made during the conference meetings.
- All accepted papers need to be submitted in a final version as Word and PDF format. Again, the documents need to comply with the provided formatting guidelines.
- Special rules apply to the submission of Prototype & Experiment papers (track 13) that are delineated in section 2.11.

2. Review Process

2.1. Overview

Reviewing for WI 2017 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 2017 follows accepted international standards with the following features:

- **Originality and plagiarism:** Scholarly integrity is a core value in our discipline. Scholars submitting papers to this conference thereby attest that they have read the AIS Code of Research Conduct (Association for Information Systems, 2014). All papers submitted to WI 2017 need to contain original work and must not be published in or submitted to other conferences, workshops, book editors, or journals before the official notification deadline of WI 2017. Excluded from this rule are papers that were previously discussed, but not published in any form (e.g., workshop or conference proceedings after being processed through the complete reviewing process of the corresponding outlet). If the paper contains parts of previous work, these need to be referenced and the WI 2017 paper must provide substantial new research aspects. Any hints to plagiarism (Association for Computing Machinery, 2010) need to be reported and will be investigated. Cases of plagiarism will be discussed in the general track meeting.

- **Double-blind process:** All reviews will be executed double-blind. Therefore, all authors need to anonymize their papers and should avoid self-citation. Authors' name(s) and affiliation(s) should not appear in the body of the paper (including the abstract and acknowledgments). Metadata that might reveal the identity of the authors (e.g., file name, file properties) needs to be omitted in the initial submission. Additional rules apply to Prototype & Experiment submissions (track 13) that are delineated in section 2.11.

- **Conflicts of interest:** All reviewers, AEs, or TCs should immediately declare material conflicts of interest as soon as they become aware of them (reviewers to their AE member, AEs to their TCs, and TCs to the CCs). Typical conflicts of interest are if a reviewer and an author
  a. have a personal relationship,
  b. have dependencies through a teacher/student/advisor or an employment relationship,
  c. belong to the same institution,
  d. are currently co-authoring or have co-authored papers in the recent past (2 years), or
  e. are currently collaborating or have collaborated on research projects in the recent past (2 years).

- **Confidentiality:** Individuals serving as reviewers, AEs, or TCs gain privileged access to documents in the review process. All participants involved in the review process are expected to honor the confidentiality of the submitted papers, the other reviewers' identities, and the review process in its entirety.

2.2. Desk Reject

After the submission deadline has expired, TCs assess their submitted papers regarding desk rejection (e.g., missing research method, no relevant scientific content, non-compliance with the submission template, exceeding the maximum paper length). Desk-rejected papers will

not be reviewed, but the authors will be informed about the desk rejection and receive the TCs' explanation.

2.3. Track Fit of Submissions

In general, all submissions should fit into the specific track theme. If there is a mismatch, TCs may also suggest papers that do not fit their track to be transferred to another track, for example, the general conference theme track 14.

2.4. Fast and Constructive AE Reject

TCs assign one responsible AE member for every paper. On average, each AE will receive between two and three submissions (see Figure 1). Before submitted papers will be transferred into the regular review process, AEs will assess each paper according to its contribution and potential for presentation at WI 2017. The goal is to provide authors a fast feedback and offer them the opportunity to submit their work elsewhere if the criteria for a presentation at WI 2017 are not met. AEs will provide a detailed statement to the TCs and authors by pointing out why the paper in its current form does not have the contribution and potential that is required for a presentation at WI 2017. All other papers will be transferred into the regular review process.

2.5. Reviewer Acquisition

AEs invite reviewers and assure three reviews per submission. Quality refereeing is essential to ensure the technical credibility of WI 2017. Each manuscript should be stringently reviewed by three qualified people who are actively working in the field of the topics dealt with in the paper. Reviewers should be at least Ph.D. students and be assembled to offer diverse views on relevant topics.

2.6. Reviewing

In total, about four weeks are scheduled for the reviewing phase and each reviewer is calculated to contribute an average of about three reviews. Reviewers are encouraged to plan ample time for their reviews and they are responsible for their quality. For the reviews, the following criteria will be implemented in the review system:

- **Overall assessment:**
  2 Strong accept (Paper should be accepted for WI 2017)
  1 Weak accept (Paper needs revisions that are realistic to meet the deadline)
  −1 Weak reject (Paper has potential, but requires major revisions that may be difficult to meet for WI 2017)
  −2 Strong reject (Paper has serious flaws or no merits and should be rejected)
- **Reviewer's confidence:**   1. expert, 2. high, 3. medium, 4. low, 5. null
- **Originality and Innovativeness:** 1. high, 2. good, 3. poor, 4. very poor
  (refers to the originality in terms of degree of innovativeness of the paper)

- **Technical quality:**   1. high, 2. good, 3. poor, 4. very poor
  (refers to the degree of the technical quality of the methodology, e.g., statistical methods or the artifact development)
- **Presentation and readability:**   1. high, 2. good, 3. poor, 4. very poor
  (refers to clear depiction of tables and figures as well the overall appearance and flow of the submission)
- **Suitability to foster discussions:** 1. high, 2. good, 3. poor, 4. very poor
  (refers to the degree how the paper will lead to fruitful discussions during the presentation at the conference)
- **Contribution to the field:**   1. high, 2. good, 3. poor, 4. very poor
  (refers to the degree of how the paper contributes to the specific research field and how the paper contributes to the development of thought leadership in digital transformation)
- **Comments to the authors:** This mandatory field contains a detail review regarding the strengths and weaknesses of the paper. It should justify the scores on a minimum of half a page. The review will be sent to the authors.
- **Comments to the editors:** Optional remarks for AE members, which will not be sent to the authors.
- **Best paper candidate:** 1. yes, 2. No
- **Suggestions for Special Issues**

2.7. Consolidated Reviews

AEs write a consolidated review for every paper based on the three reviews made by the reviewers and the feedback of the author. This contains a recommendation to the TCs 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. It is important that only issues are included for which it is easy and obvious to check whether they have been successfully solved. Consolidated reviews cannot be delegated to TCs, since they require a certain amount of expertise and experience with the paper as well as its reviews.

2.8. Track Chair Meeting

There will be one key meeting associated with the WI 2017 review process. The aim of the track chair meeting is to confirm the recommendations of the tracks. Instead of discussing individual papers, the focus will be on the overall conference (e.g., overall quality of tracks or the acceptance rate) and the evaluation process. All TCs have to participate and possibilities to participate remotely via an online video conference will be provided.

2.9.   Notification of Acceptance

After the track and general conference meetings, the reviews as well as the decision whether each respective paper is accepted "as-is", "revise and resubmit", or rejected are sent to the authors by the TCs.

2.10. Revise and Resubmit

Authors of papers that have to be revised and resubmitted (not papers accepted as-is) will be given roughly two and a half weeks to make adjustments to their papers in accordance to the reviews and submit their paper as a camera-ready version. For this purpose, a revision template is provided. Afterwards, the revised and resubmitted papers will be screened to verify that all major points of criticism raised in the reviews have been addressed. If the authors failed to do so, a paper may still be rejected at this point. To accelerate the process, authors are required to provide a comprehensive change history. Authors of papers accepted as-is may skip this step, make changes according to the reviews, and directly submit a camera-ready version.

The final notification of acceptance will be issued after the track chair meeting in December.

2.11.   Prototype & Experiment Submissions

Prototype & Experiment submissions must justify the design of an innovative prototype and the (quasi-)experimental design for its evaluation. Authors are encouraged to report and discuss (preliminary) findings of their (quasi-)experiment; however, this is not a requirement due to the work-in-progress character of submissions in this track. Submissions must be prepared as extended abstracts that follow the regular submission template but must not exceed the limit of four pages including references (see 2.12). The extended abstract is complemented by a Khan Academy style video, which should at least last 2:30 minutes but must not exceed a total duration of three minutes. Moreover, it must be playable with the VLC media player Version 2.2.3 (http://www.videolan.org/vlc/) and it is strongly recommended to submit a Full HD (1920x1080pixel) MP4 video clip that uses the H.264 video codec. Submissions are anonymous and should follow the guidelines of the double-blind review process delineated in 2.1. Authors must make sure that the video does also not reveal their identity for the initial submission. For all submissions, a supplement that includes technical set-up, space requirements, etc. that are required for the presentation of the prototype is also mandatory. These materials are for review and planning processes only and will not be published in the conference proceedings. The supplement, for which there is no special template, should not exceed four pages. Reviews for Prototype & Experiment submissions are different in comparison to research papers and focus on the degree of the practical problem, novelty of the prototype, application of justificatory knowledge during the design process of the prototype, and methodological sound (quasi-)experimental design (e.g., Shadish, Cook & Campbell 2002) with at least one clearly specified outcome construct that is investigated.

2.12. Extended Abstract Submission

Instead of publishing the full research paper in the conference proceedings, authors may publish only the extended abstract with 2-4 pages including references. If authors wish to do so, they have the opportunity to accompany their camera-ready submission with an extended abstract. Only the extended abstract will then be published in the proceedings.

2.13. Author Registration

It is vital that all accepted papers are presented during the conference in an appropriate manner. Therefore, at least one author of every accepted submission must register for WI 2017 by December 20th, 2016 and be prepared to present respective papers in St. Gallen at any time during the conference. Paper presentations should be prepared in English language, but the presentation can be in English or German language depending on the audience. Authors who have to cancel their attendance at the last minute must appoint someone to hold the presentation in their absence. Failure to comply with this requirement may result in a paper's withdrawal from the conference proceedings.

2.14. Timeline

AEs, TCs, and reviewers have an ethical obligation to complete reviews and review-related actions in a timely fashion. Editors and reviewers should work together to ensure a prompt review cycle. To assure timely processing of the received papers and reviews, the following deadlines and meetings were set.

Date	Deadline / Meeting	Party	Applicable to
June 10th, 2016	First Call for Papers	CCs	
August 26th, 2016	Submission Deadline	Authors	
September 10th, 2016	Initial AE Review Deadline	AEs	
September 16th, 2016	Notification of Desk- and Fast-Rejects	TCs	All Papers
October 7th, 2016	Review Deadline	Reviewers	
October 14th, 2016	Consolidated Review Deadline	AEs	
October 17th, 2016	Notification of Reviews	TCs, CCs	
November 3rd, 2016	Resubmission of Camera-Ready Papers	Authors	
November 23rd, 2016	Screening of Revise and Resubmit Papers	AEs	Accepted and Revise and Resubmit Papers
December 1st/2nd, 2016	Track Chair Meeting	TCs	
December 20th, 2016	Author Registration Deadline	Authors	
February 12th – 15th, 2017	Conference	Everyone	

Table 1: Deadlines and Meetings

3. References

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