Guidelines for Reviewing - Summary

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1. General information

This document summarizes the reviewing process for the Wirtschaftsinformatik (WI) 2013 conference. It is based on the processes and experience of previous WI conferences (Bernstein/Schwabe 2010) and other international conferences in computer science and information systems.[1] The WI2013 review process involves four parties (see Fig. 1):

- Track Chairs (TC) organize one of the eleven scientific WI2013 tracks. Two full professors who have not been a TC at the previous WI conference draft the Call for Papers (CfP), organize the team of PC members and oversee the review process in their track. They prepare the final decisions on the submissions for the track meeting.

- Program Committee members (PC) are members of the academic community (post-docs, junior/assistant/full professors) who are responsible for a limited number of papers in a specific track. PCs recruit reviewers and assure three reviews per submission. PCs should only participate as a PC in one track.[2]

- Reviewers who 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 who 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 PC members in the track meeting.
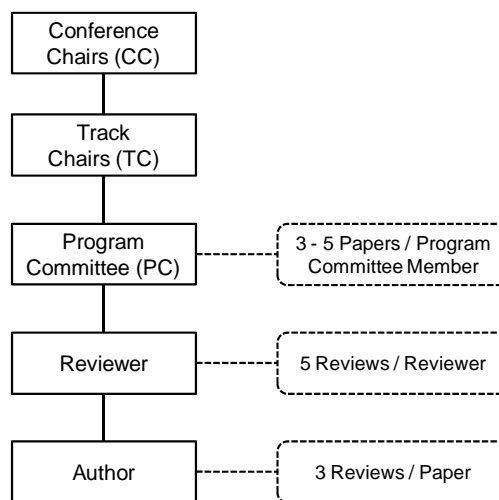

Figure 1: Organization of review process at WI2013

Authors of German and English research papers are invited to submit their work to WI2013. When preparing the submissions the authors need to consider that:

- All submissions must be made via the reviewing system by **August 12, 2012**. Papers must not exceed the limit of 15 pages. Longer papers face desk rejection.

- All submissions must be formatted using the provided MS Word (2003, *.doc) template document based on Lecture Notes in Computer Science (LNCS 2012) proceedings style in A4. During the first submission only PDF documents adhering to this template will be accepted. Authors have to ensure that colored figures will later print adequately in black and white.

- All paper authors will be informed of the result of the reviewing process by the CCs. Authors of conditional accepted papers will additionally receive the list of well-specified acceptance conditions. All conditional accepts will have to be resubmitted to the responsible PCs (as PDF) who will determine final acceptance based on the ac-

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[1] In particular we appreciate the valuable feedback of the chairpersons of WKWI (Thomas Hess) and GI-FB WI (Peter Loos) as well as the chairs of the two last WI conferences (Gerhard Schwabe and Dimitris Karagiannis) on these guidelines.

[2] A maximum of two WI2013 mandates is possible (i.e. two PC-memberships or one PC-membership and one TC-mandate).

ceptance conditions. All accepted papers need to be submitted in a final version as DOC format. Again, the document needs to comply with the provided LNCS formatting guidelines.

2. Review process

2.1 Overview

The review process for WI2013 follows accepted international standards with the following features:

- Double-blind process: All reviews will be executed double-blind and all authors need to anonymize their papers and should avoid self-citation. Information that might reveal the identity of the authors (e.g. file name, file properties) needs to be omitted.

- Reviewer acquisition: For every completed paper the TCs assign one responsible PC member. In average each PC will receive between 3 and 5 submissions (see Figure 1). PCs invite reviewers and assure three reviews per submission.

- Conflicts of interest: Typical conflicts of interest are if a reviewer and an author have dependencies through a teacher/student or an employment relationship, if both belong to the same institution, if they co-authored other papers or the current or past collaboration in a research project. All reviewers, PCs or TCs should immediately declare a conflict of interest as soon as they become aware of it (reviewers to their PC member, PCs to their TC, and TCs to the CCs). TCs should also not submit to their own track.

- 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). Desk rejected papers will not be reviewed, but the authors will be informed about the desk rejection and receive the short review of the TCs. TCs may also suggest papers which do not fit their track to be transferred to another track.

- Plagiarism: All papers submitted to WI2013 need to contain original work and must not be published in or submitted to other conferences, workshops or journals before the official notification deadline of WI2013. In case the paper contains parts of previous work, these need to be referenced and the WI2013 paper must provide substantial new research aspects. Any hints to plagiarism (ACM 2006) need to be reported and will be investigated. Cases of plagiarism will be discussed in the track meeting and the general conference meeting.

- Confidentiality: We expect that all participants involved in the review process (TCs, PCs, Reviewers, Authors) respect confidence with respect to the submitted papers and the review process.

2.2 Review criteria

In total, five weeks are scheduled for the reviewing phase and it is calculated that each reviewer contributes an average of about five reviews. For the reviews the following criteria will be implemented in the review system:

- Overall assessment:
  2 – Strong accept (Paper should be accepted for WI2013)
  1 – Weak accept (Paper needs revisions which are realistic to meet WI2013 deadline)
  -1 – Weak reject (Paper has potential, but requires major revisions which might be difficult to meet for WI2013)
  -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:	1. high,	2. good,	3. poor,	4. very poor
- Technical quality:	1. high,	2. good,	3. poor,	4. very poor
- Presentation and readability:	1. high,	2. good,	3. poor,	4. very poor
- Suitability to foster discussions:	1. high,	2. good,	3. poor,	4. very poor

- Contribution to the field: 1. high,   2. good,   3. poor,   4. very poor
- Comments to the authors (This mandatory field contains a detailed review on 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 and discussed in the track meeting.)
- Comments to the Editors (Optional remarks for PC members, which will not be sent to the authors)
- Best paper candidate: 1. yes,   2. no

Reviewers are encouraged to plan ample time for their reviews and they are responsible for its quality. At the end of the review phase the PCs are responsible for sending the three reviews to the authors.

2.3 Feedback

Authors are allowed to write a short feedback to the reviews. The purpose is not to argue with reviewers or provide new evidence. Rather it creates an opportunity to clarify misunderstandings and point to facts or arguments that may have been overlooked or misread by reviewers. The feedback should help the PC writing the consolidated reviews. PCs will not respond to these feedbacks.

2.4 Consolidated reviews

PCs write a consolidated review for every paper based upon 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, conditionally accepted, or rejected. If the recommendation is „conditional accept", the PC provides a comprehensive list of issues that need to be fixed by the authors to get 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 by PCs, since they require a certain amount of experience and expertise with the paper as well as its reviews.

2.5 Meetings

There will be two key meetings associated with the WI2013 review process.

- Track Meeting: For each track there will be a Track Meeting. During these meetings the PCs and TCs discuss the papers and generate a final recommendation for the General Conference Meeting. One of the CCs may attend the Track Meeting to ensure quality control across the Track Meetings.
- General Conference Meeting: The aim of the General Conference Meeting is to confirm the recommendations of the tracks. Instead of discussing individual papers the focus will be on the overall conference and the evaluation process. All TCs and PCs are invited to participate.

We would like to thank all for their cooperation! Please consider to check all online information regarding tracks, timing or the location at www.wi2013.de. In case any questions arise please do not hesitate to contact the conference or organizing chairs.

3. References

ACM (2006): ACM Policy and Procedures on Plagiarism, http://www.acm.org/publications/policies/plagiarism_policy, accessed March 3, 2012.

Bernstein, A., Schwabe, G. (2010): Review Process for the WI 2011, University of Zurich.

LNCS (2012): LNCS Author Guidelines, http://www.springer.com/computer/lncs?SGWID=0-164-6-793341-0, accessed March 3, 2012.