

## ICIS 2002: Submitting a Review

As a Reviewer for ICIS 2002 you are in charge of reviewing and commenting on papers assigned to you by the Associate Editor. The present document provides step-by-step directions to submit your reviews using the online review system:

1. Connect to the web site: <http://tpm.temple.edu/icis2002>
2. Log-on to the system using the **User ID** and **Password** assigned to you when you registered (you should have an email record with this information).
3. Click the **Login** button
4. If you have misplaced your password simply type your email address in the **Registered Email** field, then press the **Send me password** button. You should immediately receive copy of your log-on information

**Important System Message:** The ICIS 2002 Review system is under construction. This site is being used for testing only.

Please enter your User ID and Password.

User ID:

Password:

Login

If you are not a registered user, please take a few moments to create an account.

Register

Forgot your password? type in your registered email address to receive your account information.

Registered Email:

Send me password

*The review system will be unavailable each day from 5am – 6am (Eastern United States Time Zone)*

**System Requirements**

1. English language, version 4.x or above web browser such as Netscape 4.x or Internet Explorer 4.x.
2. The browser should accept "cookies" (the default setting on most browsers)
3. 28.8 KBPS or better Internet connection.

5. You will now see the menu of commands available to you (The user in this example is First Name: REV1; Last Name: REV1; you will see your first and last name instead):

ICIS 2002 Peer Review System - Main Menu				
Current User: REV1 REV1				
Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

6. Select **Review Article**. **Note:** If you do not see the link "Review Article" the reason is that you have not been granted reviewer status. Please, contact the Associate Editor that recruited you as a Reviewer and ask him or her to grant you Reviewer Status.
7. Upon clicking the Review Article link, you should see a list of all articles assigned to you and their current status.

ICIS 2002 Peer Review System - Main Menu				
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Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

Articles For Review By REV1 REV1 (Reviewer Instructions)						
Action	ID	Author	Title	Track	Due Date	Status
<a href="#">Download Article</a> <a href="#">Review Article</a>	*	Anonymous	Fourth mock paper	Architecture, Systems, & Infrastructure	6/5/2002	Under Review
<a href="#">Download Article</a> <a href="#">Review Article</a>	*	Anonymous	rererere	Innovation, Strategy, and Change	6/11/2002	End Review
<a href="#">Download Article</a> <a href="#">Review Article</a>	*	Anonymous	rererr	Innovation, Strategy, and Change	6/11/2002	End Review
<a href="#">Download Article</a> <a href="#">Review Article</a>	*	Anonymous	Test through	Organization, Culture, Decision Making & Knowledge	6/11/2002	Waiting For Senior Editor Report

- To initiate the review process, download the article by selecting **Download Article**.
- The following screen should appear with directions on how to retrieve the paper. Read the instructions and select the **Download** button.

Downloading...

You are about to download paper of file type :doc

- Internet Explorer users: Word Documents - When you see the "File Download" dialog, select "Open the file from its current location." (Depending on your version of IE you may need to do this several times). Zip Files - Select the "Save As" option.
- Netscape users: When you see the "File Download" dialog select the "Save File" option.

[Download](#) [Cancel](#)

- Store the paper and review it.
- Once you have read and evaluated the paper, you should be ready to submit your review. Log on to the system as discussed at points 1-4 above (The user in this example is First Name: REV1; Last Name: REV1; you will see your first and last name instead):

ICIS 2002 Peer Review System - Main Menu				
Current User: REV1 REV1				
Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

- Select **Review Article**. **Note:** If you do not see the link "Review Article" the reason is that you have not been granted reviewer status. Please, contact the Associate Editor that recruited you as a Reviewer and ask him or her to grant you Reviewer Status.

13. To initiate the review submission process, select the command **Review Article** for the appropriate article.

ICIS 2002 Peer Review System - Main Menu				
Current User: REV1 REV1				
Copyright © 2000, Temple Peer Review Manager				
Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

Articles For Review By REV1 REV1 (Reviewer Instructions)						
Action	ID	Author	Title	Track	Due Date	Status
<a href="#">Download Article Review Article</a>	*	Anonymous	Fourth mock paper	Architecture, Systems, & Infrastructure	6/5/2002	Under Review
<a href="#">Download Article Review Article</a>	*	Anonymous	rererere	Innovation, Strategy, and Change	6/11/2002	End Review
<a href="#">Download Article Review Article</a>	*	Anonymous	rererr	Innovation, Strategy, and Change	6/11/2002	End Review
<a href="#">Download Article Review Article</a>	*	Anonymous	Test through	Organization, Culture, Decision-Making & Knowledge	6/11/2002	Waiting For Senior Editor Report

14. On the next screen select the command **Type it in**.

ICIS 2002 Peer Review System - Main Menu				
Current User: REV1 REV1				
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Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

**Instructions:** To submit a new review please select the link below labelled "Type it in." To view the summary of all the reviews please select "view review summary." To view the individual review of a paper (if available) please click on the specific recommendation (e.g., Accept)

(Waiting for review), REV2 REV2 (Submit Review | [Type it in](#) |)

15. The next screen enables you to rate the paper on several dimensions (these may change from the sample below based on the program committee's decision).

ICIS 2002 Peer Review System - Main Menu				
Current User: REV1 REV1				
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Submitted Article(s)	Submit New Article	Resubmit Article	Personal Information	Exit
Activity Log	Review Article	Help		

## Review Submission

Paper ID: 15

Title: title of the paper

Keywords: Business Models, Markets,  
and Economy

**Instructions:** Please submit your review below. Once a review is submitted it cannot be changed. **Please compose your comments offline and keep a backup copy. If you compose your comments online the system may time out.** We recommend using a text editor such as Notepad. The comments field will not accept any formatting characters so if you paste material from a word processor you may have problems. The comments field does not accept uploaded files because most document files contain identification information.

	Excellent	Very Good	Good	Average	Fair	Poor	Not Acceptable
Likely significance and potential contribution to field	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strength of theoretical foundations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of the methodology and/or analytical techniques	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity of organization and/or writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fit with conference theme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Likelihood of drawing and keeping an audience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Recommendation:

- Accept  
 Minor Revision  
 Neutral  
 Reject

### Comments:

write comments here

Submit Review

16. Rate the manuscript, select a recommendation and insert your comments in the appropriate field. **Since the system will likely time out if you type your review directly, we suggest that you complete your review in a text editor – such as Notepad – and simply paste it in the appropriate comment area.**

17. Review your recommendation and comments. Be sure that everything is correct before hitting the 'submit review' button. **No review can be changed once submitted.**

18. Finally click **Submit Review**.

19. The next screen will show successful submission of your review and will display your recommendation. You can review your ratings and comments by clicking the recommendation, but you will not be able to change the stored information.

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Current User: REV1 REV1				
Copyright © 2000, Temple Peer Review Manager				
<a href="#">Submitted Article(s)</a>	<a href="#">Submit New Article</a>	<a href="#">Resubmit Article</a>	<a href="#">Personal Information</a>	<a href="#">Exit</a>
<a href="#">Activity Log</a>	<a href="#">Review Article</a>	<a href="#">Help</a>		

**Instructions:** To submit a new review please select the link below labelled "Type it in." To view the summary of all the reviews please select "view review summary." To view the individual review of a paper (if available) please click on the specific recommendation (e.g., Accept)

[View Review Summary](#)

( [Recommendation](#) : [Minor Revision](#) ; Author: REV1 REV1