

SCHOLARONE

Quick Start Guide

Reviewers



This guide covers initial start-up with ScholarOne and the review process.

Getting Started with ScholarOne:

Point your browser to: <http://mc.manuscriptcentral.com/amcis2014>. To access the site, enter your user credentials. Please note that if you had previous year AMCIS credentials, you should be able to use those here. Credentials for ICIS will not work, however.

Unsure of your password? Refer to the 'Password Help' option on the login screen:

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:  Go

Use the Password Help box located on the login screen for ScholarOne. For security reasons, ScholarOne will not send your current password. Instead, you will receive an email that provides instructions on resetting your password.

Upon logging into the site, you will find your welcome screen and any applicable role centers:

Welcome Welcome to the *AMCIS 2014 Manuscript Submission* site. The center links below indicate which "roles" you can currently perform. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

NOTE: If you are reviewer and you have not selected your preferred mini-tracks for review, click the "Edit Account" link in the upper right corner of the page, then go to Step 3 and complete this information.



[Author Center](#)



[Reviewer Center](#)

Featured Role Centers:

The Reviewer role center provides reviewers with a list of papers assigned to them. Once a paper has been assigned, you will perform the review. This entails providing an 'accept/reject/revise' recommendation, completing a score sheet, and providing public comments to the authors. We strongly encourage you to provide a constructive review which stresses the strengths and weaknesses of the paper. If you recommend, 'Accept after revision', please clearly list those things that the author should revise. There is also a comment area that you may use to provide confidential comments to the Minitrack Chair (AE).

Please do not write any comments regarding acceptance or rejection in the comments to the authors.

Review Requirements:

Please note that each submission type relies on various review requirements. Please refer to the requirements here: <http://amcis2014.aisnet.org/index.php/call-for-papers>.

Getting Started with the Review:

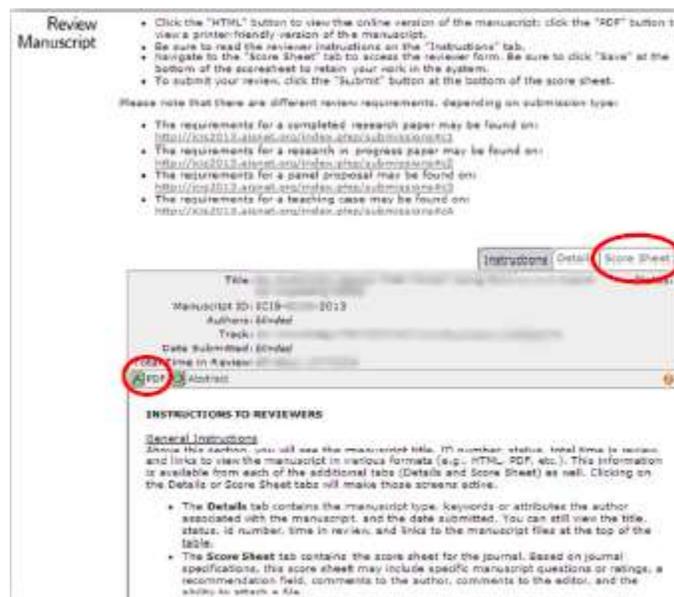
Upon selecting the 'Reviewer' role center, you will see any papers awaiting your review:



Those manuscripts assigned for your review are listed in the 'Awaiting Reviewer Scores' list. Note: if there is nothing listed here, there are no papers for you to review yet. You may view the manuscript by clicking on its title. Click on the 'Perform Review' button to view reviewer directions and access the score sheet. You will be taken to the 'Reviewer Score Manuscript' page.

Viewing the Manuscript:

To view the manuscript assigned to you, click on the 'PDF' button at the top of the table. You may print resulting a PDF proof. You may also view the abstract of the paper by clicking 'Abstract' at the top of the table.



Completing the Review:

To complete the review, please click on the 'Score Sheet' tab of the 'Reviewer Score Manuscript' page. There are four sections in this tab.

First, please fill out the score sheet while remembering to reply to all fields in the sheet.

Next, make your recommendation about the paper. You may select only one recommendation.

ScholarOne: Quick Start Guide for Reviewers

Then, provide any 'Confidential Comments to the Minitrack-chair'. You may use the provided space to explain your recommendation. Please note these comments are not conveyed to the author.

Fourth, you may provide your 'Comments to the Author'. Please convey specific feedback to the author on your recommendation. Please do not reference any comments you made to the mini-track chair as the author will not have direct access to these. Again, do not make any mention regarding acceptance/rejection in the comments that the authors see.

Fifth, you may attach files to your review. To attach a file, click on the 'Browse' button to locate your file and click the 'Attach' button. After the file is successfully uploaded into the database, the screen will refresh, showing the uploaded file. You may specify who the file is meant for by clicking on the appropriate radio button.



The screenshot shows a web interface for attaching files. It is divided into two main sections: 'Attach a File' and 'Files attached'.
In the 'Attach a File' section, there is a 'Choose File' button, the text 'No file chosen', and an 'Attach' button.
In the 'Files attached' section, a file named 'test.txt PDF' is listed with a '[remove]' link. Below the file name are two radio buttons: the first is selected and labeled 'This file is for the Author and Editor', and the second is unselected and labeled 'This file is for the Editor only'.
At the bottom of the interface, there are three buttons: 'Save as Draft', 'Submit', and 'Print Saved Version'.

Finally, you may submit your review by clicking 'Submit' at the bottom of the page. The 'Save as Draft' button will save your score sheet without sending it to the editor while the 'Print Saved Version' option opens up a pop-up window with a printable version of the most recently saved score sheet.

Thank you for your willingness to serve as a Reviewer for AMCIS 2014. If you have any questions, please contact amcis.savannah@gmail.com.