

Reviewing ACIS 2012 Submissions

The good ... the bad ... the ugly

ACIS 2012 is using the OpenConf¹ system to manage its submissions, as did ACIS 2005 and 2006. While the system appears easy to manage relative to some other systems, there are some unique “features” which require a minimal briefing, so that effective use can be made of the system.

The following sections provide information based on your role in reviewing ACIS 2012 submissions. The information is provided in good faith, based upon acceptance testing of the product. It is more than likely that this document will be revised on the basis of experience as the system comes into full use. Should you have an issue with the system, email acis2012@deakin.edu.au to seek advice, but ensure that you provide the version number of the document you are working from (see top right) as the problem may have been addressed in a more recent version of this document.

Registering as an ACIS Reviewer

You will receive instructions from your track co-chairs on how to sign-up with OpenConf as a reviewer. Track co-chairs can only assign one or more papers for you to review if you sign-up as a reviewer; they cannot sign you up or add you to OpenConf as a reviewer. So please sign-up as soon as you receive the instructions so as not to delay the work of the track co-chairs.

If you have any difficulty registering please email acis2012@deakin.edu.au for assistance.

Receiving email notification of papers to review

You will receive an automated email for each paper you have been assigned to review. This includes the due date for reviews (**5th September, 2012**) and instructions on how to retrieve your username and/or password if you have forgotten. It also includes the Submission ID of the paper which you should use in correspondence about the paper with track co-chairs or via acis2012@deakin.edu.au.

If you feel you have been assigned an inappropriate paper, please advise the Conference Chair using the “Email Chair” link or by emailing acis2012@deakin.edu.au.

Retrieving forgotten usernames and passwords

If you forget your username, go to the following link, type in your email address and your username will be sent to you: http://acis2012.deakin.edu.au/openconf/review/email_username.php

If you forget your password, go to the following link, type in your username and your reset password will be emailed to you: <http://acis2012.deakin.edu.au/openconf/review/reset.php>

If you would like to change your password, do this under the “Update Profile” tab at the top of the screen after you have logged in.



¹ <http://www.openconf.com/>

Completing the review

When you login to OpenConf as a reviewer, papers for you to review are presented as shown in the image below. The paper can be opened or downloaded by clicking on the file icon. The review form can be opened by clicking on the title. Reviewing is double blind. You will be able to see the reviews by other reviewers **after** you have submitted yours.

• Submissions to Review:

Legend: o Review completed x Review not yet completed

Title - click for review form	Abstract	Type	File
x 1 - Ontology test			 (17KB)

Tip: To download a file instead of opening it, right-click on the file icon and select Save ...

A [blank review form](#) (that opens in a separate window) is available for you to print out if you prefer writing it out before typing it in.

OpenConf does not allow authors to specify to track co-chairs or reviewers the type of paper (i.e. full paper, research-in-progress, teaching case, practitioner report, position paper). During your review please assess the type of paper (if not stated by the authors in the text of the paper) and review the paper on this basis. Expectations for each paper type can be found at:

<http://acis2012.deakin.edu.au/paper-submission>

In your comments to authors and/or the program committee please state the paper type as assessed by you and/or the authors.

Note that you cannot submit a review using the “blank review form” link (see the image above). This version of the review form does not have a “Submit review” button and is only useful if you wish to create a printable version of the review form to write on. If you do this, you submit your review by clicking on the paper’s title and this will open the review form which contains the “Submit review” button. Then you can type in your review off the paper version and submit.

It is recommended that your review the paper (especially typing out comments to authors) separately (e.g. in word processor) and then enter your review in OpenConf when you have finished. This will avoid any risk of OpenConf login you out automatically (and losing your review) due to inactivity (or other unforeseen problems) while you are typing in the review.