

# Track Chair Minitrack Proposal Review - Tips and Tricks

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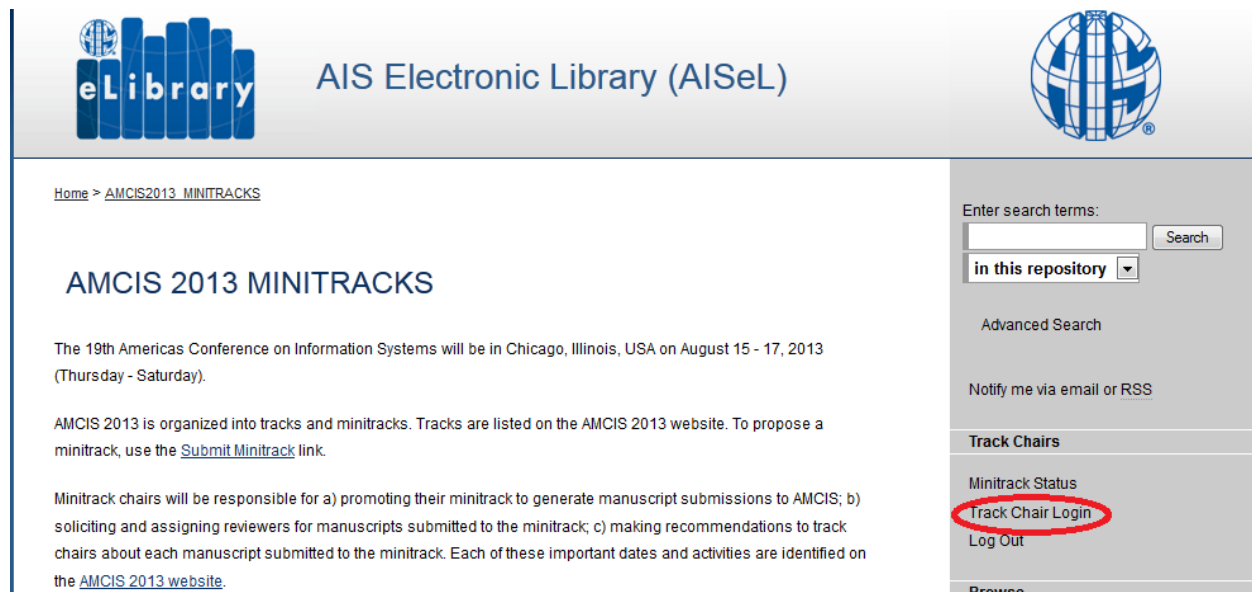
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## Track Chair Instructions for Reviewing a Minitrack

### Logging In

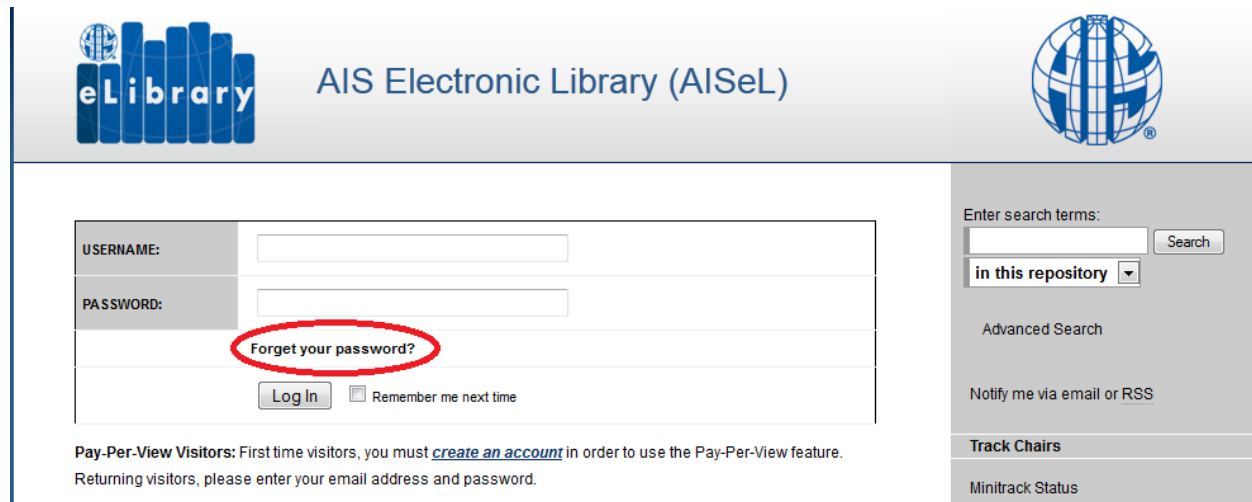
1. Go to the AMCIS 2013 minitrack submission site:  
[http://aisel.aisnet.org/amcis2013\\_minitracks/](http://aisel.aisnet.org/amcis2013_minitracks/)
2. Click “Track Chair Login” on the right rail of the landing page (IMAGE 1)

### IMAGE 1



3. Enter your joint track chair email address and password on the login screen.
  - a. If this is your first time logging into Bepress with the joint track email address, you only need to enter the email address and click "Submit." You will receive a notice that an email has been sent to your joint track email address to allow you to generate a password for Bepress.
  - b. If you do not know your password or have forgotten it, click on the "Forget your password?" link (IMAGE 2)

## IMAGE 2



**USERNAME:**

**PASSWORD:**

[Forget your password?](#)

☐ Remember me next time

**Pay-Per-View Visitors:** First time visitors, you must [create an account](#) in order to use the Pay-Per-View feature. Returning visitors, please enter your email address and password.

Enter search terms:

**in this repository** ▼

Advanced Search

Notify me via email or RSS

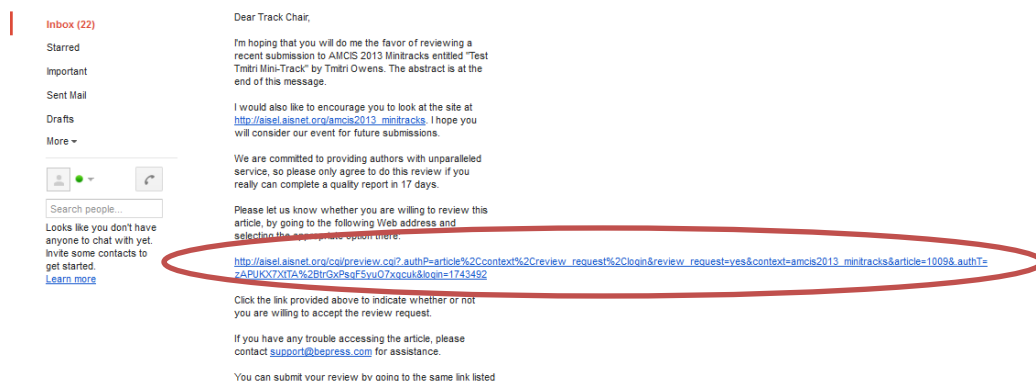
**Track Chairs**

Minitrack Status

## Receiving a Review Request and Accessing the Review

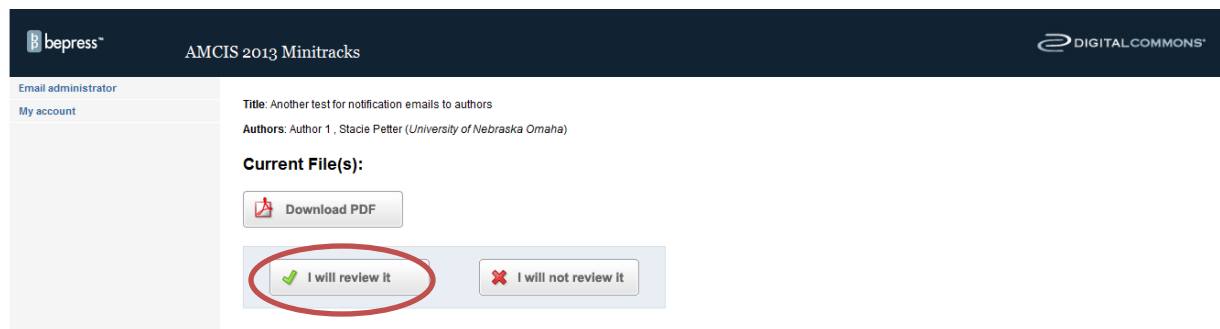
1. You will receive the request to review a minitrack submission via email.
  - a. Please agree to perform the review by clicking on the link provided in the review request email (IMAGE 3)

## IMAGE 3



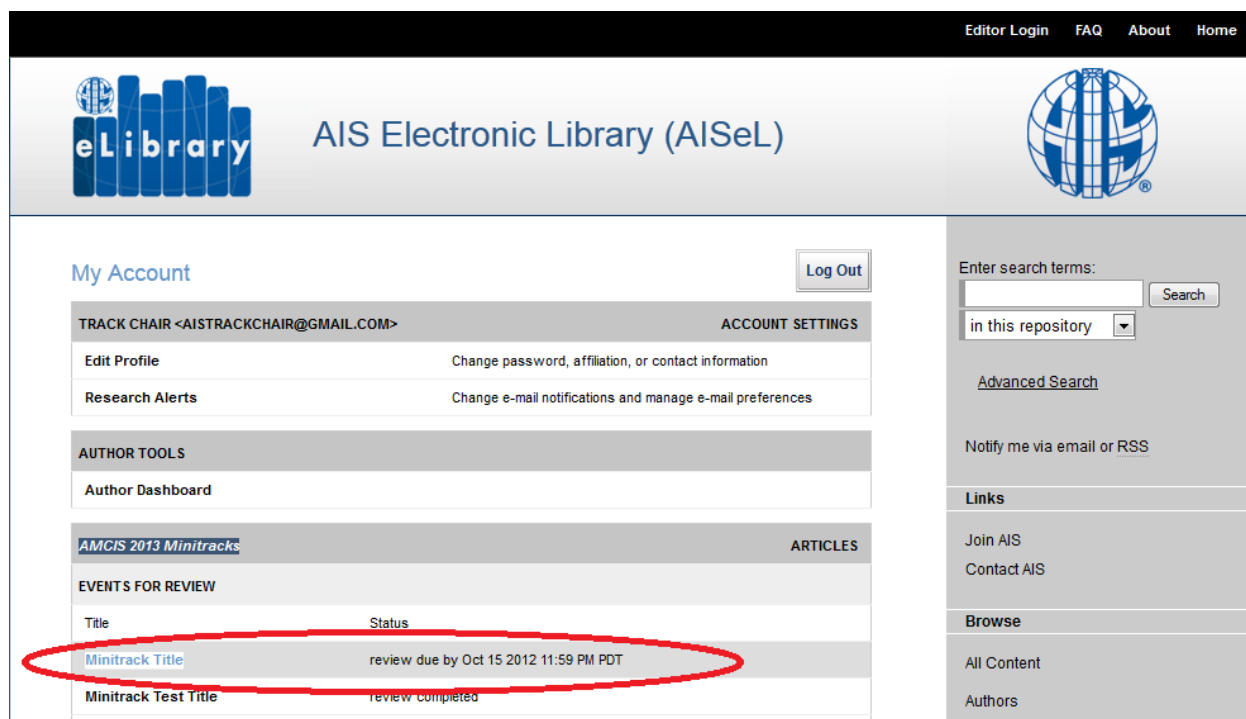
2. Select “I will review it” on the landing page provided by the email link (IMAGE 4)

#### IMAGE 4



3. You may access the submission by logging in using the instructions above or by clicking the link in the review request email.
4. On your account page, you will see the “AMCIS 2013 Minitracks” section, and under it the “Events for Review”. To review each submission, simply click on the title. Please note that each title’s status will indicate clear instructions for next steps. (IMAGE 5)

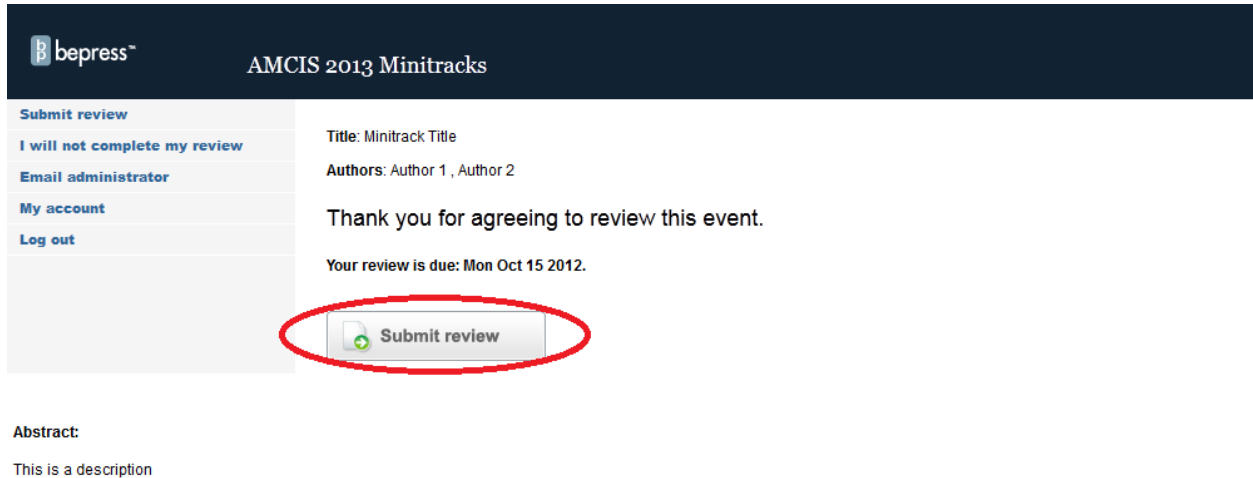
#### IMAGE 5



## Submitting a Minitrack Review

1. Click the “Submit review” button on the page of the minitrack that you are reviewing.  
(IMAGE 6)

### IMAGE 6



2. On the following page, you may submit a review as plain text, PDF, a Word document, or an RTF file. **Please note that your review will be seen by the author. If you would like to submit private comments to the program chairs, you may do so by uploading a “Cover Letter” towards the bottom of the page.**
3. In addition to reviewing the content and relevancy of the submission, you must:
  - a. Confirm that all co-authors have listed email addresses on the PDF submission and within the system (their names will be hyperlinked under “Presenters” at the tip of the submission page. If not, please state “Not all co-authors have listed email addresses” in your review, and send an email with the same message to [amcis2013@aisnet.org](mailto:amcis2013@aisnet.org).
  - b. Ensure that the length of the minitrack description is less than 200 words (the best way to do this would be to copy and paste the abstract into your word processing program). If not, please state “Description is over 200 words” in your review.
4. Please submit your *recommendation* (not final decision) to the program chairs on this page: either “Encourage major revisions as described in my report”, “Accept this article with minor (or no) revisions as described in my report”, or “Reject this article without an option to submit”. (IMAGE 7)

## IMAGE 7

**Recommendation to editor...**

Please select one of the options below.

☐ Encourage **major** revisions as described in my report.

☐ Accept this article with **minor** (or no) revisions as described in my report.

☐ Reject this article without an option to resubmit.

Please explain the nuances of your recommendation in your cover letter to the editor below.

## Modifying a Minitrack Review

If you would like to modify your review, please login to the system, click on the manuscript (see IMAGE 5 above), and select “Submit review” on the left side of the page to modify your review (IMAGE 8)

NOTE: When you modify a review, this gives you the opportunity to submit an entirely new review. The original review content is not pre-populated in the fields on the review form. Therefore, the program chairs will consider the last review entered into the system for your recommendation.

## IMAGE 8

**bepress™** AMCIS 2013 Minitracks

[Submit review](#)

[Email administrator](#)


[My account](#)

[Log out](#)

Title: letter test by bepress

Authors: Test Author (*bepress*)

**Current File(s):**

 [Download PDF](#)

You have completed your review. If you wish to update your review, use the 'Submit review' link at left to upload the modified review.