



Handout for Track Chairs (TCs) and Associate Editors (AEs)

We are pleased that you are supporting the International Conference on Wirtschaftsinformatik 2026@JKU Linz as Track Chair (TC) or Associate Editor (AE). We would already like to thank you for your commitment.

This handout is intended to inform you about the review process and the key tasks of being a Track Chair/ Associate Editor.

The Review

The review process for WI 2026 follows accepted international standards and is realized through a process involving Track Chairs (TCs), Associate Editors (AEs), and Reviewers. Figure 1 sketches the review process in brief.

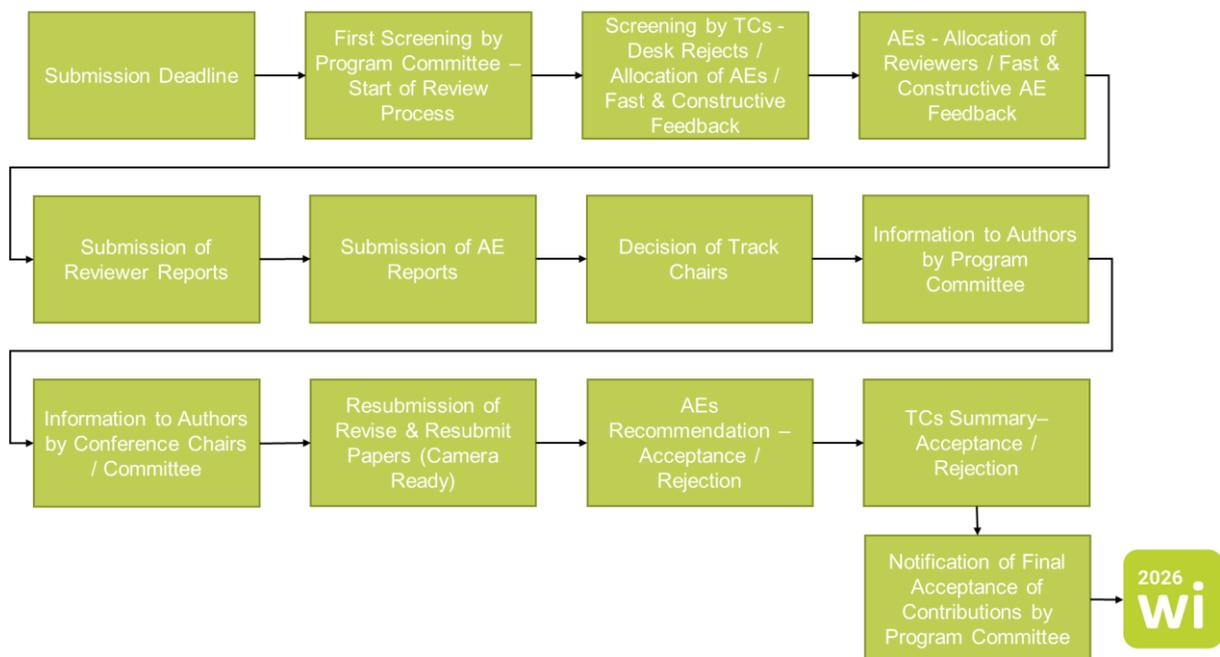


Figure 1: Review process

After the submission deadline **Program Committee** screen submissions and inform Track Chairs when the process starts. **Track Chairs** have a first look at the submission. If they decide to proceed with the review process of a submitted paper they **assign the submission to specific AEs**. If they decide **not to proceed** with the review process, they can themselves write a **Fast & Constructive (AE) Report** or they might ask an AE to do so. **AEs are responsible for the overall review quality** of research papers, as they manage the respective reviewers of a particular submission. AEs ensure that submissions have the



potential to make a contribution and will provide a recommendation for a **Fast & Constructive AE reject (incl. report)** to the TCs, if papers do not meet this condition. If a decision to proceed with assigning reviewers no report is required at this point. **AEs recruit reviewers** and assure at least **two regular reviews** and provide a **summary of the reviews** with their **own assessment**. The **final decision** regarding the acceptance of submission is made by the Track Chairs. When Track Chairs have provided their final decision in the system, **authors will be informed** by the **program committee** about the result of the reviewing process. Authors of “revise and resubmit” papers will additionally receive a list of well-specified acceptance conditions. All “revise and resubmit” papers will have to be **resubmitted to the responsible AEs**, who will make a recommendation of acceptance or rejection based on the acceptance conditions. Track Chairs inform

Special rules and deadlines apply to submissions in the **Student Track**.

When to desk-reject a paper? – For TCs & AEs

- Academic reasons (e.g., does not fit the conference in general, lack of contribution)
- Formal issues (e.g., severe formatting issues, citation issues, not using the provided template, paper too short, paper way too long)
- Potential fraud (e.g., undocumented use of AI, severe citation issues)

If in doubt, please consult with the program committee!



Your tasks as a Track Chair

- Coordination of the Review process for the track (see above) – Please do not start before the Program Committee has officially asked you to!
- First screening of the papers submitted and identification of desk reject candidates (e.g., a full paper only has one page) - coordination that a Fast & Constructive (AE) Report is written for those papers.
 - In case the papers do not fit your track or you see a potential conflict of interests, please inform the program committee as soon as possible.
 - Papers that do not fit the track might be moved to another track, however, sometimes the program committee might ask you to go on with the paper due to other reasons (e.g., conflict of interests with other tracks)
- Management of AEs to ensure that reviewers are assigned and that AEs provide their recommendations in time.
- Decision on accept, revise & resubmit or rejection of contributions based on the consolidated reviews of the AEs.
- Final decision on acceptance or rejection of contributions based on the consolidated reviews of the AEs.
- Formulation of recommendations for best paper awards and candidates for fast-track options in selected journals.
- Arrange and moderate the conference sessions (consolidate with Program Committee)

Assessment of the Papers for TCs, AEs & Reviewers

- Overall assessment
 - Differentiate between Research-in-Progress Papers and Completed Research Papers – but not only based on their length
 - Research-in-Progress Papers need to be further developed for the presentation at the conference, but not necessarily for the revised version
- Specific assessment
 - Originality (e.g., of the topic, the method, the approach)
 - Technical quality (e.g., sound method)
 - Presentation and readability (e.g., consistency, structure, flow)
 - Contribution to the field and the discussion (e.g., research gap, will start a discussion)

If in doubt, please consult with the TCs or program committee!



Your tasks as an Associate Editor

- Papers are assigned to you (in your role as AE) by the TCs
- Conduct a first screening of paper(s) assigned to you and decide on whether a paper will be sent out for review.
 - Providing a Fast & Constructive AE Report, if a paper is not sent out for review. Please consult with your TCs regarding this decision (as they have also screened all papers in this track beforehand).
- For each paper, you recruit and assign at least **two reviewers** (we suggest to recruit three reviewers per paper – just to be sure). To ensure the quality of the reviews, at least one of the reviewers needs to be senior (e.g., hold a PhD)
 - Please inform the TCs if you are not able to recruit two reviewers.
- Manage reviewers such that reviews are provided in time.
 - Check acceptance of reviewer invitation.
 - As you might know the reviewers personally, please contact them directly.
 - Have some 'back-up reviewers' in mind in case some reject the invitation.
- Prepare a consolidated review, i.e., meta-review (min. 200 words) based on your own assessment and the feedback from the reviewers including a recommendation to the TCs on whether the paper should be accepted, revised and resubmitted, or rejected.
 - In cases where the reviewers are not in agreement, provide comments on a paper that are helpful for the authors, i.e., provide suggestions on how to handle the disagreement or inconsistencies between reviews.
 - If the recommendation is "revise and resubmit", the AE provides a comprehensive list of issues that need to be fixed by the authors to have the paper accepted.
- After resubmission, please check the changes applied and provide a recommendation.
 - No reviewers are involved in this step, it is mainly your responsibility.
- The final decision on papers will be made by the Program Committee in consultation with the TCs.

Assessing the Quality of Reviews

- Length: at least one page (min. 500 words)
- Points out strengths and weaknesses
- Provides suggestions on how to improve the paper