UVC

Undisciplining the Victorian Classroom

Zoomcast Publication Checklist

This checklist sets out the various elements needed for any Zoomcast to be published on the *Undisciplining the Victorian Classroom* (UVC) website. The Zoomcast host will normally provide these items. This will enable the UVC site developer to build the webpage for the syllabus quickly and efficiently.

In a Single Word Document to be Added to the Relevant Folder in Google Docs

1) A **160 character maximum description** of the Zoomcast. This will not be directly visible on the webpage, but will be used for Google search results. CharacterCountOnline is handy for carrying out a quick count of characters. Please use the following example as a reference point: "Tricia Lootens interviews Pearl Chaozon Bauer to discuss the latter's recent departure from higher ed. and the need to reenvision Victorian studies classrooms."
2) An **overview** of the Zoomcast (any length).
3) The **name of the series** in which the Zoomcast appears.
4) A **description of the series** in which the Zoomcast appears (if a new series).
5) A **one-paragraph biographical statement** for the Zoomcast guest.

In Zotero

1) If the Zoomcast cites any works and these need to go into a "Further Reading" section, please add the works to a subfolder in Zotero. In adding the works, please be sure to follow the instructions in our "House Style for Site Text and Zotero Entries."

In Separate Files to be Added to the Relevant Folder in Google Docs

1) The **Zoomcast title PowerPoint**. To creat this, find one that's already in Google docs and just replace the relevant information.
2) An **email in PDF from** the Zoomcast guest giving UVC permission to publish the Zoomcast on the site and on YouTube. Please use the following statement as a model: "Thanks for the opportunity to be part of the Undisciplining the Victorian Classroom project. This email is to confirm that you have my permission to release my contribution (a Zoomcast) on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (https://creativecommons.org/licenses/by/4.0/)."