



Undisciplining the Victorian Classroom

Peer-Reviewed Assignment Publication Checklist

This checklist sets out the various elements needed for any peer-reviewed assignment to be published on the [Undisciplining the Victorian Classroom](#) (UVC) website. Once an assignment and corresponding essay are ready for publication, the assignment developer, in consultation with the UVC assignment guide (as needed), should provide all the elements below in the order given. The information requested will enable the UVC site developer to build the webpage for the assignment quickly and efficiently.

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

- 1) The **title of the assignment essay**. Please keep the title to six words or less.
- 2) A **160 character maximum description** of the assignment. 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: "Students discover their connection to and participation in the history of European and U.S. colonialism by researching a person, place, or object close to them."
- 3) The **name of the assignment developer**
- 4) The **email address of the assignment developer**
- 5) The **name of the peer reviewer**
- 6) The **name of the assignment cluster developer** (if relevant)
- 7) The **email address of the assignment cluster developer** (if relevant)
- 8) The **name of the UVC assignment guide**
- 9) The **email address of the UVC assignment guide**
- 10) The **name(s) of any associated assignment author(s)**
- 11) The **title(s) of any associated assignment essay(s)**
- 12) The **assignment cluster title or theme**
- 13) A **link to a high-quality image** that will be placed at the head of the assignment webpage and on the main "Peer-Reviewed Assignments" page. Note that landscape orientation for the image is highly preferred, though two vertical images to be shown side-by-side are also an option. Good resources for finding an appropriate image include the [NYPL Digital Collections](#), [Smithsonian Open Access](#), [Digital Public Library of America](#), [Wikimedia Commons](#) (use search bar at upper right), and the many museums listed on "[Museums that Give Away Open Access Images of Public Domain Work](#)" (scroll down the page for the list).
- 14) The **open access license** under which the image is made available for republishing on a site like *Undisciplining the Victorian Classroom*.

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

- 1) a) A **paragraph-length description** of the assignment cluster (if needed);
b) A **one-paragraph biographical statement** for the assignment developer;
c) The **essay associated with the assignment**. *Please keep paragraphs in the essay short.* Doing so will support the accessibility of the page, especially on small mobile devices. Refer to existing assignment pages on the site for examples of appropriate paragraph length. Also, in preparing this essay, please ensure that it conforms with our house style as set out in "[House Style for Site Text and Zotero Entries](#)."
2) The **assignment**.

In Zotero

- 1) If the assignment essay (not the assignment itself; these do not need to be included) cites any primary or secondary works, please **add the works cited to a subfolder in Zotero**. This will enable us to build the "Works Cited" section for the essay plus add the works to the main UVC bibliography. In adding the works, please be sure to follow the instructions in our "[House Style for Site Text and Zotero Entries](#)." UVC recommends that the UVC assignment guide add the Zotero entries.

In Email

- 1) The assignment developer is kindly asked to give UVC permission to publish the assignment and associated essay by sending the following text, in a standalone email, to the relevant UVC assignment guide: "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 (an assignment and corresponding essay) on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (<https://creativecommons.org/licenses/by/4.0/>)."