UVC

Undisciplining the Victorian Classroom

Peer-Reviewed Lesson Plan Publication Checklist

This checklist sets out the various elements needed for any set of peer-reviewed lesson plans to be published on the *Undisciplining the Victorian Classroom* (UVC) website. Once the lesson plans are ready for publication, the UVC lesson plan guide will gather and provide all the elements below in the order given. While the UVC lesson plan guide should be able to provide some of the elements directly, they may need to work with lesson plan cluster developers and individual developers to gather the rest. The information requested will enable the UVC site developer to build the webpage for the lesson plan quickly and efficiently.

FOR EACH LESSON PLAN:

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

1) The **title of the lesson plan**. Please keep the title to six words or less.
2) A **160 character maximum description** of the lesson plan. 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: "Explores interactions between Britain and Japan in the long nineteenth century, with an emphasis on Japanese aesthetics and Japanese imperialism."
3) The **name of the lesson plan developer**
4) The **email address of the lesson plan developer**
5) The **names of the collaborating peer reviewers**
6) The **name of the lesson plan cluster developer** (if relevant)
7) The **email address of the lesson plan cluster developer** (if relevant)
8) The **name of the UVC lesson plan guide**
9) The **email address of the UVC lesson plan guide**
10) The **title of the lesson plan cluster**
11) A **link to a high-quality image** that will be placed at the head of the lesson plan webpage. 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).
12) The **open access license** under which the image is made available for republishing on a site like *Undisciplining the Victorian Classroom*.

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

1) A **one-paragraph biographical statement** for the lesson plan developer.
2) The **lesson plan**. *Please keep paragraphs in the lesson plan short*. Doing so will support the accessibility of the page, especially on small mobile devices. Refer to existing lesson plan pages on the site for examples of appropriate paragraph length. Also, in preparing the lesson plan, please ensure that it conforms with our house style as set out in "House Style for Site Text and Zotero Entries."

In Zotero

1) **All primary and secondary works listed in the lesson plan**, in a separate subfolder under the developer's name in Zotero. This will enable us to integrate the new works with the overall UVC bibliography and ensure that the works are properly formatted in the lesson plan itself. In adding the works, please be sure to follow the instructions in our "House Style for Site Text and Zotero Entries." UVC recommends that each lesson plan developer add the Zotero entries for their own lesson plan.

In Email

1) The lesson plan developer is kindly asked to give UVC permission to publish the lesson plan by sending the following text, in a standalone email, to the relevant UVC lesson plan 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 (a lesson plan) on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (https://creativecommons.org/licenses/by/4.0/)."

FOR THE LESSON PLAN CLUSTER INTRODUCTION:

1) The **title of the lesson plan cluster**. Please keep the title to six words or less.
2) A **160 character maximum description** of the lesson plan cluster. 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: "Explores the centrality of East Asia to Victorian studies by considering the transimperial networks that connected Europe, Asia, Africa, and the Americas."
3) The **name of the lesson plan cluster developer** (if relevant)
4) The **email address of the lesson plan cluster developer** (if relevant)
5) The **name of the UVC lesson plan guide**
6) The **email address of the UVC lesson plan guide**

7) The **names of the lesson plan developers**
8) A **list of the individual lesson plan titles** in the order in which they are to be presented in the lesson plan cluster
9) A **link to a high-quality image** that will be placed at the head of the lesson plan cluster introduction webpage and on the main page for "Lesson Plans." 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).
10) The **open access license** under which the image is made available for republishing on a site like *Undisciplining the Victorian Classroom*.

In Zotero

1) **Any primary and secondary works cited in the lesson plan introduction**, in a separate subfolder under the UVC lesson plan guide's name in Zotero. This will enable us to integrate the new works with the overall UVC bibliography and ensure that the works are properly formatted in "Works Cited" section of the lesson plan introduction. In adding the works, please be sure to follow the instructions in our "House Style for Site Text and Zotero Entries." UVC recommends the UVC lesson plan guide add the works to Zotero.

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

1) A copy of **the lesson plan cluster introduction in Word**. This will normally have been developed and co-written by the lesson plan developers and cluster developer as part of the lesson plan collaboration and peer-review process. Note that the authors of the cluster introduction are strongly encouraged to keep paragraphs in the introduction short because doing so will support the accessibility of the page, especially on small mobile devices. Refer to existing lesson plan cluster introduction pages on the site for examples of appropriate paragraph length. Also, in preparing the introduction, please be sure to follow the instructions in our "House Style for Site Text and Zotero Entries."
2) An **email in PDF** from the lesson plan cluster developer giving UVC permission to publish the lesson plan cluster introduction. Please use the following statement as a model: "Thanks for the opportunity to be part of the Undisciplining the Victorian Classroom project. This email confirms that you have our permission to release our contribution (a lesson plan cluster introduction) on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (https://creativecommons.org/licenses/by/4.0/)."