



Undisciplining the Victorian Classroom

Peer-Reviewed Assessment Publication Checklist

This checklist sets out the various elements needed for any peer-reviewed assessment to be published on the [Undisciplining the Victorian Classroom](#) (UVC) website. Once an assessment and corresponding essay are ready for publication, the assessment developer, in consultation with the UVC assessment 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 assessment quickly and efficiently.

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

- 1) The **title of the assessment essay**. Please keep the title to six words or less.
- 2) A **160 character maximum description** of the assessment. 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 assessment developer**
- 4) The **email address of the assessment developer**
- 5) The **name of the peer reviewer**
- 6) The **name of the assessment cluster developer** (if relevant)
- 7) The **email address of the assessment cluster developer** (if relevant)
- 8) The **name of the UVC assessment guide**
- 9) The **email address of the UVC assessment guide**
- 10) The **name(s) of any associated assessment author(s)**
- 11) The **title(s) of any associated assessment essay(s)**
- 12) The **assessment cluster title or theme**
- 13) A **link to a high-quality image** that will be placed at the head of the assessment webpage and on the main “Peer-Reviewed Assessments” 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 assessment cluster (if needed);
b) A **one-paragraph biographical statement** for the assessment developer;
c) The **essay associated with the assessment**. *Please keep paragraphs in the essay short.* Doing so will support the accessibility of the page, especially on small mobile devices. Refer to existing assessment 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 **assessment**.

In Zotero

- 1) If the assessment essay (not the assessment 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 assessment guide add the Zotero entries.

In Email

- 1) The assessment developer is kindly asked to give UVC permission to publish the assessment and associated essay by sending the following text, in a standalone email, to the relevant UVC assessment 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 assessment 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/>)."