



Undisciplining the Victorian Classroom

Peer-Reviewed Syllabus Publication Checklist

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

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

- 1) The **title of the syllabus essay**. Please keep the title to six words or less.
- 2) A **160 character maximum description** of the syllabus. 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: “Resituates Victorian literature in our present moment by teaching it through a polyphonic, global, and intersectional lens, attentive to power differentials.”
- 3) The **name of the syllabus developer**
- 4) The **email address of the syllabus developer**
- 5) The **name of the peer reviewer**
- 6) The **name of the syllabus cluster developer** (if relevant)
- 7) The **email address of the syllabus cluster developer** (if relevant)
- 8) The **name of the UVC syllabus guide**
- 9) The **email address of the UVC syllabus guide**
- 10) The **syllabus cluster title or theme**
- 11) A **link to a high-quality image** that will be placed at the head of the syllabus webpage and on the main “Peer-Reviewed Syllabi” 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).
- 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 Files Word Files to be Added to the Relevant Folder in Google Docs

- 1) a) A **paragraph-length description of the syllabus cluster**;
b) A **one-paragraph biographical statement** for the syllabus developer;
c) The **essay associated with the syllabus**. *Please keep paragraphs in the essay short.* Doing so will support the accessibility of the page, especially on small mobile devices. Refer to existing syllabus 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) A copy of **the syllabus**.

In Zotero

- 1) If the main syllabus essay cites any works and these need to go into a "Works Cited" section after the essay, 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](#)." Note that works referenced in the syllabus itself do not need to be added. UVC recommends that the UVC syllabus guide add the Zotero entries.

In Email

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