



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 cluster developer/UVC syllabus guide will gather and provide all the elements below in the order given. While the syllabus cluster developer/UVC syllabus guide should be able to provide some of the elements directly, they may need to work with the developer of the syllabus to provide the rest. The information requested by this checklist will enable the UVC site developer to build the webpage for the syllabus quickly and efficiently; the order here follows the order of items as they will appear on the actual webpage.

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

- 1) 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.”
- 2) A **link to an open access, high-quality image** that will be placed at the head of the syllabus webpage and, possibly, 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. For help finding or for any questions about such an image, please consult the UVC site developer.
- 3) Any **relevant bibliographical information about the image(s)** (e.g., creator, title, publication source, etc.).
- 4) The **title** of the syllabus. Please keep the title to six words or less.
- 5) The **name of the syllabus developer** as it will be presented on the webpage
- 6) The **email address of the syllabus developer** as it will be presented on the webpage
- 7) The **name of the peer reviewer**
- 8) The **name of the syllabus cluster developer**
- 9) The **email address of the syllabus cluster developer**
- 10) The **name of the UVC syllabus guide** (if different from the cluster developer)
- 11) The **email address of the UVC syllabus guide** (if different from the cluster developer)
- 12) The **title of the cluster** in which the syllabus appears
- 13) A **description of the cluster** in which the syllabus appears (if a new cluster). The cluster description is usually written by the cluster developer/UVC syllabus guide.
- 14) A **one-paragraph biographical statement** for the syllabus developer

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 syllabus cluster developer/UVC syllabus guide add the Zotero entries for the essay.

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

- 1) A copy of **the syllabus in Word**. It is necessary that this file will be in Word so that we can add the UVC peer-review stamp to the top of the first page.
- 2) A copy of **the essay associated with the syllabus in Word**. This will normally have been developed as part of the syllabus peer-review process. Note that syllabus developers are strongly encouraged to keep paragraphs in the essay short because 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. (Note: Since the syllabus itself will be provided in both Word and PDF form to site visitors, paragraph length in the syllabus is not as important.) 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.”](#)
- 3) An **email in PDF** from the syllabus developer giving UVC permission to publish the syllabus and associated essay. 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 syllabus and corresponding essay on XYZ) on the site under a Creative Commons Attribution 4.0 International (CC BY 4.0) license (<https://creativecommons.org/licenses/by/4.0/>).”