UVC

Undisciplining the Victorian Classroom

Peer-Reviewed Lesson Plan Publication Checklist

This checklist sets out the various elements needed for any peer-reviewed lesson plan to be published on the *Undisciplining the Victorian Classroom* (UVC) website. Once a lesson plan is 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 the developer of the lesson plan to provide the rest. The information requested by this checklist will enable the UVC site developer to build the webpage for the lesson plan 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

For each lesson plan:

1) 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."
2) A **link to an open access, 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. 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 lesson plan. Please keep the title to six words or less.
5) The **name of the lesson plan developer** as it will be presented on the webpage
6) The **email address of the lesson plan developer** as it will be presented on the webpage
7) The **names of the collaborating peer reviewers**
8) The **name of the lesson plan cluster developer**
9) The **email address of the lesson plan cluster developer**
10) The **name of the UVC lesson plan guide** (if different from the cluster developer)
11) The **email address of the UVC lesson plan guide** (if relevant)
12) The **title of the cluster** in which the lesson plan appears
13) A **one-paragraph biographical statement** for the lesson plan developer

For the lesson plan cluster introduction:

1) 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."
2) A **link to an open access, high-quality image** that will be placed at the head of the lesson plan cluster introduction 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. 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 lesson plan cluster. Please keep the title to six words or less.
5) The **name of the lesson plan cluster developer**
6) The **email address of the lesson plan cluster developer**
7) The **name of the UVC lesson plan guide** (if different from the cluster developer)
8) The **email address of the UVC lesson plan guide** (if relevant)
9) The **names of the lesson plan developers**

In Zotero

1) Please add all works referenced in each lesson plan 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." UVC recommends that each lesson plan developer add the Zotero entries for their own lesson plan.
2) If the cluster introduction cites any works and these need to go into a "Works Cited" section after the introduction, 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." UVC recommends that the lesson plan guide add the Zotero entries for the cluster introduction.

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

1) A copy of **the lesson plan in Word**. This will normally have been developed as part of the lesson plan collaboration and peer-review process. Note that lesson plan developers are strongly encouraged to keep paragraphs in the lesson plan short because 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."

2) 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 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 lesson plan developer giving UVC permission to publish the lesson plan and 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 is to confirm that you have my permission to release my contribution (a lesson plan and 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/)."