

CLAS

<p>The primroses were of the wood, when firmer and slop and a brambl few fading still she</p>	<p>A B C D E F G H I</p>	<p>My beloved spake, and said unto Rise up, my love, my fair one, and For lo, the winter is past and gone. The flowers app one of the singing of voice of the turtle big tree pulled</p>
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Certificate of Calligraphy

<p>DESPITE DICTATED ONLY INTENS THE RITUALS OF THAT QUILLS BE CO TOO SHORT, THAT PL</p>	<p>J K L M N O P Q R S T U V W X</p>	<p>ipsum fac et vita erat lu fuit homo missi onium perhiberet de monium perhiberet de lu nem in hunc mundum. In</p>
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CALLIGRAPHY & LETTERING ARTS SOCIETY

A charity registered with the Charity Commission no.1046526

CLAS CERTIFICATE OF CALLIGRAPHY

The Certificate of Calligraphy is the first level of assessment and certification available through CLAS.

The CLAS Certificate of Calligraphy is an opportunity to have work assessed by a CLAS Fellow or CLAS Accredited Tutor and is especially useful if you are starting out in calligraphy. However, this level of appraisal is open to anyone, at any level, who wishes to send in work for review. Membership of CLAS is encouraged, but not essential.

Entries will be individually assessed and marked and will include comments and suggested points for improvement to encourage your further advancement and enjoyment in calligraphy.

Your work, along with the completed assessment form and your certificate, will be returned to you approximately eight weeks from the deadline date of entry.

It is not necessary to have a tutor to help you to do the work, although having a tutor who can give guidance and support is always valuable.

There is no limit to the number of scripts you may enter, nor to the re-submission of entries to achieve higher marks.

***DEADLINE DATES for the entries each year are
30th APRIL and 30th NOVEMBER.***

Contact details for the Certificate of Calligraphy Administrator:

certificate@clas.co.uk

Examples of work, with various hands and grades, as well as short useful videos and a Frequently Asked Questions document are available on the website, see: <https://www.clas.co.uk/certificate-of-calligraphy/>

RULES OF ENTRY

Decide on which of these basic styles you wish to be assessed:

Foundational Hand

Formal Italic (*minuscules*)

Angled Pen Uncial

Classic Copperplate

Pen-written Roman Capitals

Pen written plain Italic Capitals

Gothic Black Letter (*minuscules*)

Once the style has been chosen, write out the following on three separate A3-sized pieces of paper (A3 is approximately 42 x 30 cm, or 16 x 12 inches). The sheets of paper can be oriented vertically or horizontally, or a mixture, as appropriate.

1. A complete alphabet with a large nib, such as a William Mitchell 1½ nib, or a nib that has a tip of 2.5 mm or one tenth of an inch wide.
For Copperplate the x-height should be a minimum of 8 mm or about a third of an inch high, and should include both an upper case and a lower case alphabet.
2. Eight lines of continuous text in the large nib as detailed above.
3. Eight lines of continuous text in a small nib, such as a William Mitchell size 3 nib, or a nib that has a tip of 1 mm / 1.5 mm or one twentieth of an inch wide.
For Copperplate the x-height should be no more than 5 mm or about one fifth of an inch high.

Please note: if these specifications are not adhered to, your entry cannot be assessed and may be returned without a refund.

IMPORTANT NOTE: For anonymity in assessment, please do not identify yourself anywhere on the three sheets of paper, the Administrator will put a reference number on your sheets for the assessor.

Everyone who has work assessed will receive a CLAS Certificate of Calligraphy. All work will be given a mark, and if the mark is between:

55–65% then work is **Commended**

66–75% then work is awarded a **Merit**

76—100% then work is awarded a **Distinction**

ASSESSMENT CRITERIA AND MARKS

Five aspects of calligraphy will be assessed and each awarded a mark out of 10:

A: CONSTRUCTION OF LETTERS - This includes pen control and quality of line. For edged pen scripts - having the pen nib at the correct angle for the writing style or altered for particular strokes where relevant; well-constructed serifs and good, strong joins to the separate strokes. For Copperplate – having the nib in the correct direction which is indicated by crisp strokes, smooth transition to and from thin and thick strokes, and even pen pressure to gain consistently weighted strokes. The assessors will also look at how successful the transition is to the smaller nib, in terms of neat penmanship.

B: PROPORTION AND WEIGHT OF LETTERS - Included in this section is whether edged pen letters are the correct x-height and suitable widths for the chosen alphabet, or – for Copperplate, that letter sizes are as stipulated in the rules of entry and that pen pressure for shaded strokes is consistent and proportionate to their size; and for all minuscule scripts, whether the ascenders and descenders reach up and down to the appropriate lengths.

C: CONSISTENCY OF FAMILY CHARACTERISTICS - For edged pen minuscule scripts the assessors will be looking to see whether letters in the 'o' family have similar shapes, whether the arches for the letters n, m, r, h, p and b have correct and similar arch formations (roundness or angularity), whether the diagonals of v, w and y correspond and so on. For Copperplate the assessors will be looking for letters of consistent widths with even over and under arches. For capitals – the assessors will look to see whether letters in the same family groups are of similar widths and retain the same shaped strokes, for example whether the bowls of C, D, G and Q are the same as the O; and that cross-bar levels are correct.

D: SPACING, EVENNESS OF TEXTURE AND RHYTHM – At this level, the assessors will want to see that the letterforms look even in texture on the page – in terms of parallel uprights; a consistent slope (if appropriate); and even spacing – not bunched together or with large spaces between some letters and not others. They will also consider the spaces between words which should be about the same as the width of the letter 'o' of the writing style. A sensitivity, rhythm and flow of the writing will also be taken into account.

E: MARGINS AND USE OF SPACE - Calligraphy needs room to breathe, so before writing ensure that suitable margins are left around the alphabet arrangements and text blocks. Plan the pieces and give some consideration to the page orientation (vertical or horizontal) so that the lettering does not start at the very top left-hand corner or finish tightly at the bottom right. Sufficient space must be left between the lines so that ascenders and descenders do not clash.

WHEN YOU HAVE PREPARED YOUR WORK FOR ASSESSMENT

Please follow all instructions carefully

- Complete an Entry Form for each entry submitted.
- Payment should be made payable to CLAS for the correct amount in pounds sterling (GBP). Please choose one of the following payment methods:
 - Pay via the website at <https://www.clas.co.uk/product/certificate-of-calligraphy/> using your own credit/debit card or PayPal
 - Internet bank transfer: the CLAS account details are:
Bank name: **CAF Bank**
Account name: **Calligraphy & Lettering Arts Society**
Sort code: **40-52-40**, Account no: **00031828**
 - For overseas payments:
IBAN: **GB33CAFB40524000031828** BIC: **CAFBGB21XXX**
For non-UK countries, please ensure that ALL bank transfer charges are included.
 - UK cheque payable to Calligraphy & Lettering Arts Society
Please use your name + **CERT** as the reference so we can identify the payment.
- Please refer to the CLAS website (clas.co.uk) for the current prices. This cost covers 'signed for' postage between the administrator and assessors, the written assessment, the named certificate and 'signed for' return postage as well.
- Tutors – please note that work can be sent in class or group sets, as long as each candidate's work is separately enclosed with a completed Entry Form. Payment can be made either individually or for the whole group.
- Enclose a self-addressed sticky or self-adhesive label (which must be big enough to cover the Administrator's address on your envelope).
- To be sure that work has arrived safely please either enclose a stamped addressed postcard with the words 'Work Received' written on it, or request an email acknowledgement. No other acknowledgement will be given.
- Put the three sheets of paper, Entry Form, self-addressed label, copy of PayPal receipt/ copy of Bank Transfer receipt/cheque into an A3-sized padded or stiffened envelope (this will be used to return the work so please do not over-tape it), and send to the CLAS Certificate of Calligraphy Administrator whose address* is on the Entry Form.
- NB: whilst all reasonable care will be taken with your work, no liability can be accepted for any work damaged or lost during transit or whilst in the hands of the organisers or their agents.

*Correct as of January 2025: please check for updates on the CLAS website

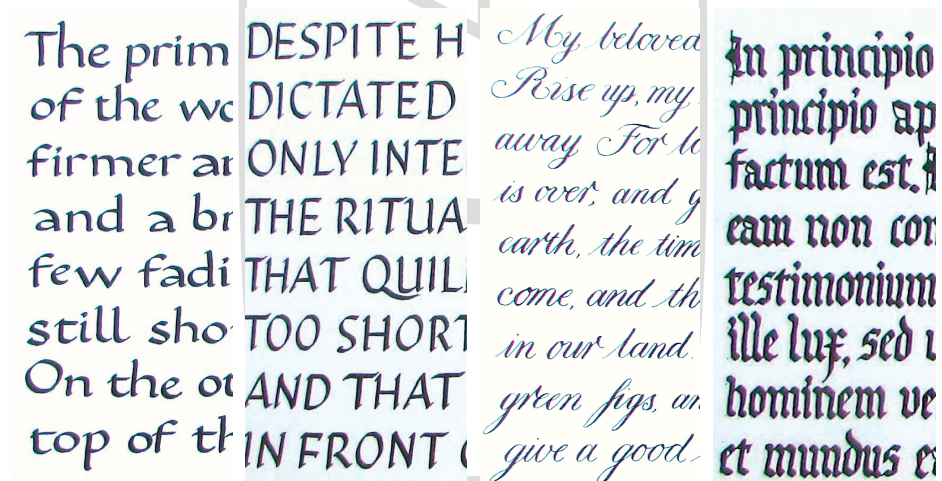
CALLIGRAPHY TIPS

- A metal dip pen will give the sharpest/crispest writing – felt tip pens get soft and fountain pens don't provide opaque, dense ink.

- Chinese/Japanese ink, or black gouache, mixed to a suitable consistency, will give the densest result. Some fountain pen inks "bleed" into the paper, reducing the difference between your thick and thin strokes. Some inks are watery, revealing more than you intended in your letter construction. Go for intense black or dark ink.

- Good quality cartridge paper or a smooth Hot Press watercolour paper of about 160gsm (about twice as thick as photocopy paper) will give the best results. Layout paper is too thin, and imitation 'parchment' paper is too shiny for good crisp lettering. Test your ink on it, checking that your finer strokes are sharp.

- Choice of text is up to you. You are not penalised for inaccuracies of spelling. Write continuous text, not poetry which has imposed line breaks, so that you can fill the page and leave neat margins.



Please note: images of your work may be used on the CLAS website (in the way we do now), as help for future candidates. You will not be identifiable.

DATA PROTECTION:

CLAS keeps a record of names (and countries of residence) with assessment details in a database. This information is confidential to CLAS and will be used entirely for CLAS administration purposes and not passed to other organisations. It will be deleted when no longer required.

CERTIFICATE OF CALLIGRAPHY - ENTRY FORM

Please complete in BLOCK CAPITALS and underline your surname/family name

NAME _____

ADDRESS _____

POSTCODE _____ TELEPHONE _____

EMAIL _____

MEMBER OF CLAS (please tick if so)

Have you attended a LiveOnline course in this script? (please tick if so)

NAME OF TUTOR (if applicable) _____

I am sending in work for the CLAS Certificate of Calligraphy in (please tick one of the following):

- | | |
|--|--|
| <input type="checkbox"/> Foundational Hand | <input type="checkbox"/> Pen-written Roman Capitals |
| <input type="checkbox"/> Formal Italic (<i>minuscules</i>) | <input type="checkbox"/> Pen written plain Italic Capitals |
| <input type="checkbox"/> Angled Pen Uncial | <input type="checkbox"/> Gothic Black Letter (<i>minuscules</i>) |
| <input type="checkbox"/> Classic Copperplate | |
| <input type="checkbox"/> I consent to CLAS holding personal information in accordance with the Data Protection policy for the CLAS Certificate of Calligraphy, and understand that images of my work may be used for CLAS promotion (you will not be identifiable). Please tick. | |

I certify that the lettering I am enclosing has all been written by me.

Signed _____ Date _____

Check that you have included everything required and send to:

Angela Banks

CLAS Certificate of Calligraphy Administrator,
18 Sea Lane, Fareham, Hampshire, PO14 2NB
Contact details: e-mail: certificate@clas.co.uk

About

CLAS

The Calligraphy & Lettering Arts Society (CLAS) is one of the largest and most supportive western calligraphy and lettering societies in the world. It is based in the United Kingdom and has an extensive membership in Europe as well as many countries overseas.

As a charity registered with the Charity Commission CLAS exists to promote the study, practice and teaching of western calligraphy and lettering in all its forms. It also encourages awareness and appreciation among the wider public by means of exhibitions and the regular publication of the Edge.

Whether you're just starting out in the wonderful craft of calligraphy, have more experience or are at the top of the profession, there is something in CLAS for you.

To find out more visit our website at:

www.clas.co.uk

 [@clascalligraphyletteringarts](https://www.instagram.com/clascalligraphyletteringarts)

 [@clasarts](https://www.twitter.com/clasarts)

 [@clas.co.uk](https://www.facebook.com/clas.co.uk)