

**CLAS** The Calligraphy and  
Lettering Arts Society

*Certificate of  
Calligraphy*

Sending in your work  
for assessment for a  
CLAS Certificate  
*The first rung of the  
CLAS Ladder of Progress\**

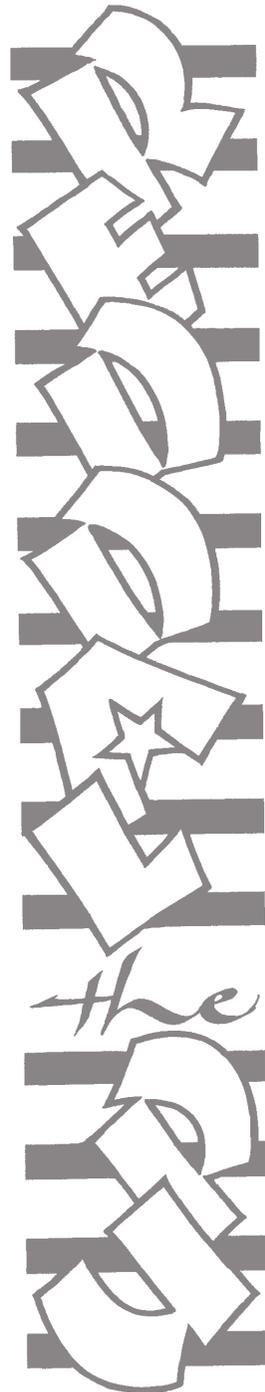
CLAS 54 Boileau Road, London SW13 9BL

[www.clas.co.uk](http://www.clas.co.uk)

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Number 1046526*

*\*for more details of how you can work your way up the  
ladder, contact CLAS for a leaflet or check the website*

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### Your Entry

The CLAS Certificate of Calligraphy is the first level of assessment and certification on CLAS's Ladder of Progress.

The CLAS Certificate of Calligraphy is an opportunity to have work assessed by a CLAS Honoured Fellow, 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, of any level, who wishes to send in work for review.

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

### Deadline dates for the entries each year are

**30th APRIL and 30th NOVEMBER.**

It is not necessary to have a tutor to help you to send in work, although having a tutor who can give guidance and support is always valuable. Tutors – please note work can be sent in class or group sets, as long as each candidate's work is separately enclosed with a sheet identifying them (not on the work, it must be anonymous) Payment can be made either individually or for the whole group.

The cost is £15.00 for each UK entry, EU £20.00 and non-EU countries £25. This covers the assessment, 'signed for' postage between the administrator and assessors, the certificate and return postage. There is no limit to the number of times you can enter.

## Assessment Criteria and Marks

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

**CONSTRUCTION OF LETTERS** – This includes having the pen nib at the correct angle for the writing style, well-constructed serifs and good, strong joins to the separate strokes.

**PROPORTION AND WEIGHT OF LETTERS** - Included in this section is whether letters are the correct x-height for the chosen alphabet and whether the ascenders and descenders go up and down to the appropriate lengths.

**CONSISTENCY OF FAMILY CHARACTERISTICS** - Here the assessor will be looking to see whether the letters in the 'o' family have similar shapes, whether the arches for the letters n, m, r, h, p, and b have similar arch formations, whether the diagonals of v, w and y correspond and so on.

**SPACING AND EVENNESS OF TEXTURE** - At this level, the assessors will want to see that the letter-forms look even in texture on the page, not clumped together and bunched or with large spaces between some letters and not others. Also they will want to see that the spaces between words are about the same as the width of the letter 'o' of that alphabet style.

**MARGINS AND USE OF SPACE** - Calligraphy needs room to breathe, so before writing ensure that good margins are left all round. Plan the pieces so that the lettering does not start at the very top left-hand corner and finish tightly at the bottom right. Sufficient space must be left between the lines so that ascenders and descenders do not clash but also so that the lettering has those good margins.

## Certificate Entry Requirements

Decide on the style that you wish to be assessed upon from the following choices

Foundational (or Round) Hand; Formal Italic; Angled Pen Uncial; Flat Pen Uncial; Half Uncial; Pen-written Roman Capitals; Italic Capitals; Gothic Black Letter; Copperplate.

**Everyone who sends in work will pass the CLAS Certificate of Calligraphy.**

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.

## Calligraphy Tips

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

**Chinese ink, or black gouache, mixed to the correct 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 paper about 160gsm (about twice as thick as photocopy paper) will give best results — layout paper is too thin, and imitation 'parchment' paper is too shiny for good sharp lettering. Test your ink on it, checking that your finer strokes are sharp.**

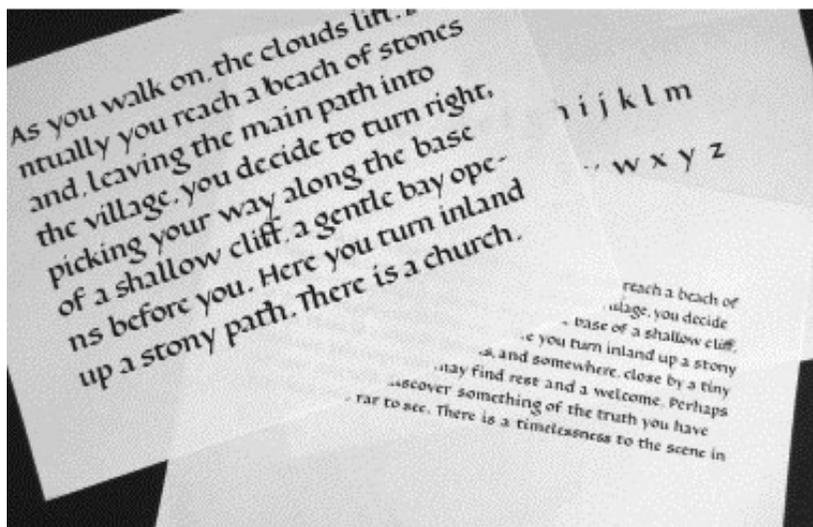
**Choice of text is up to you and you are not penalized for inaccuracies of spelling. Write continuous text rather than line breaks imposed by poetry. Aim to fill the page but leave good margins.**

Once the style is chosen, write out the following on three separate A3-sized pieces of paper (A3 is approximately 42 by 30 cm, or 16 by 12 inches). Please see the Calligraphy Tips notes for information about pens, paper and ink.

1. A complete alphabet with a large nib, such as a Manuscript or William Mitchell 1.5 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.

2. Eight lines of continuous prose in the large nib as detailed above.

3. Eight lines of continuous prose in a small nib, such as a Manuscript or a William Mitchell size 3 nib or a nib which has a tip of 1 mm - 1.5mm or one twentieth of an inch. For Copperplate the x-height should be no more than 5 mm or about one fifth of an inch high.



## When you have prepared your work for assessment:

- ◇ Complete the entry form
- ◇ Write a cheque, Postal Order, International Money Order or use Paypal (see instructions on website) for the correct amount made payable to CLAS.
- ◇ Enclose a self-addressed sticky or self-adhesive label (which must be big enough to cover the administrator's address) with the entry form.
- ◇ To be sure that work has arrived safely (no other acknowledgment will be given) please enclose a stamped addressed postcard with the words 'Work Received' written on it.
- ◇ Put the three sheets of paper, entry form, self-addressed label, cheque/Postal Order/International Money Order/copy of Paypal receipt into an A3-sized padded envelope (this will be used to return the work – please do not over-tape it), and send it to the CLAS Certificate of Calligraphy Administrator whose address is on the entry form NB: Whilst all reasonable care will be taken of 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.
- ◇ **NEW Instruction:** for anonymity in assessment, please write nothing on the back of each paper; the administrator will put on a reference number.

*CLAS records names and addresses in a database; this information is confidential to CLAS and will be used entirely for CLAS administration purposes and not passed to other organisations.*

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# Certificate of Calligraphy

## Checklist for sending in your entry:

- ◇ Three A3 pages of writing (one all in large pen, one in small pen, one alphabet) enclosed, with no identifying mark on the sheets
- ◇ A cheque, Postal order or international money order (if not drawn on a UK bank) or printout of receipt from payment by Paypal (see website for how to do this)
- ◇ A self-addressed sticky or self-adhesive label
- ◇ A stamped addressed postcard with the words Work received written on it if you want to know that your work has arrived safely (no other acknowledgement will be sent)
- ◇ This entry form, completed and signed

Pack it all into an A3 sized padded envelope, and send to:

Angela Banks,

CLAS Certificate of Calligraphy Administrator,  
18 Sea Lane, Hill Head, FAREHAM, Hampshire, PO14 2NB

Contact details: Email: [certificate@clas.co.uk](mailto:certificate@clas.co.uk)

## Certificate of Calligraphy ENTRY FORM

Name \_\_\_\_\_

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

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Name of Tutor (if applicable) \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Foundational Hand                 | <input type="checkbox"/> Formal Italic   |
| <input type="checkbox"/> Angled pen Uncial                 | <input type="checkbox"/> Flat pen Uncial |
| <input type="checkbox"/> Gothic Blackletter (minuscules)   | <input type="checkbox"/> Half Uncial     |
| <input type="checkbox"/> Pen-written Roman Capitals        | <input type="checkbox"/> Copperplate     |
| <input type="checkbox"/> Pen-written Plain Italic Capitals |  |

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

Signed \_\_\_\_\_ date \_\_\_\_\_