

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

 @clascalligraphyletteringarts

 @clasarts

 @clas.co.uk

CLAS

The primroses were  
of the wood, when  
firmer and sloe  
and a bram'  
few fading  
still she

A  
B C D  
E F G H I

My beloved spoke and said unto  
Rise up, my love, my fair one,  
For lo, the winter is past  
and gone. The flowers appear  
of the singing of  
voice of the turtle  
fig tree, potted.

# Certificate of Calligraphy

DESPITE  
DICTATED  
ONLY INTEND  
THE RITUALS OF  
THAT QUILLS BE CO  
TOO SHORT, THAT PL

J K L M N O P  
Q R S T U  
V W X

ipsum fac  
ec vita erat lu  
fuit homo missi  
onium perhiberet de  
onium perhiberet de lu  
nem in hunc mundum. In

CALLIGRAPHY & LETTERING ARTS SOCIETY

A charity registered with the Charity Commission no.1046526

## CLAS CERTIFICATE OF CALLIGRAPHY

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 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. 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 send in work, although having a tutor who can give guidance and support is always valuable.

There is no limit to the number of times you may enter.

**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](mailto:certificate@clas.co.uk)

Examples of work – with various hands and grades - on the website

## 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 is chosen, write out the following on three separate A3-sized pieces of paper (A3 is approximately 42 by 30cm, or 16 by 12 inches). This can be either landscape or portrait or a mixture, as appropriate.

1. A complete alphabet with a large nib, such as a Manuscript or a William Mitchell 1 ½ 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 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 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 on a reference number.

## 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.

Everyone who has work assessed will receive a 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**.

## WHEN YOU HAVE PREPARED YOUR WORK FOR ASSESSMENT

- 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:
  - **PayPal** (see instructions in the payments section of the website).
  - **UK cheque /Postal Order** payable to Calligraphy & Lettering Arts Society
  - 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**
    - Please use your name as the reference so we can identify the payment.
- The cost \*is £15.00 for each UK entry, EU £20.00 and non-EU countries £25.00. This covers the assessment, 'signed for' postage between the administrator and assessors, the certificate and return postage. For non-UK countries, please also include the cost of any bank transfer charges.
- 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, cheque/Postal Order/International Money Order/copy of Bank Transfer receipt/copy of PayPal receipt into an A3-sized padded or stiffened envelope (this will be used to return the work – 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 2020; please check for updates on the CLAS website.

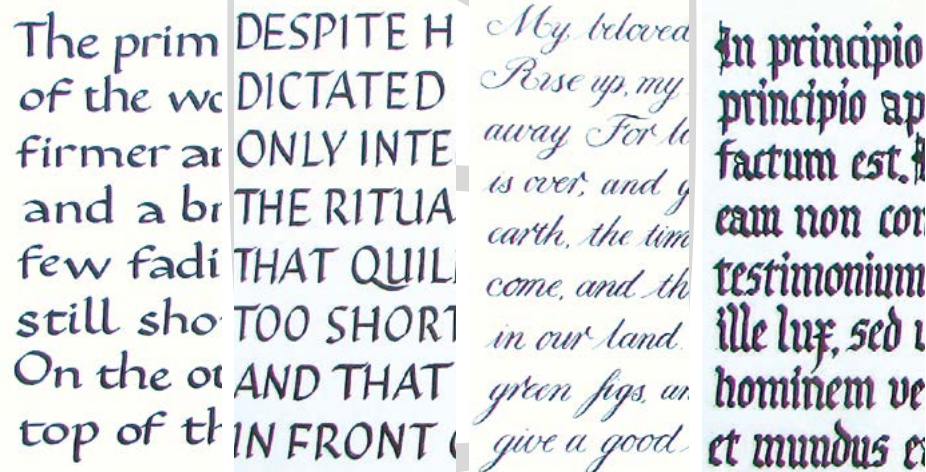
## CALLIGRAPHY TIPS

- 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. You are not penalised for inaccuracies of spelling. Write continuous text rather than line breaks imposed by poetry so that you can fill the page but leave good 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 \_\_\_\_\_

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"/> 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. (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 Hill Head  
Fareham Hampshire PO14 2NB  
Contact details: e-mail: [certificate@clas.co.uk](mailto:certificate@clas.co.uk)