CLAS

CALLIGRAPHY & LETTERING ARTS SOCIETY

Guidance for Producing Exemplars
for Tutor Accreditation

These guidelines outline the key components required when preparing exemplars for CLAS Tutor Accreditation. Exemplars should be clear, informative, and visually well presented, offering both practical instruction and context for the script being taught.

The following elements are **essential** and must be included:

- **Title**

- **Skeleton letters**, where appropriate for the hand being taught

- **Predominant nib angle**, along with any other relevant angles (e.g. nib changes for specific strokes), clearly labelled and accompanied by diagram(s)

- **Information on x-height** (preferably shown in a diagram rather than described in words), including ascenders, descenders, and interlinear spacing, with light guidelines for clarity

- **A high-quality handwritten example of each letter**, presented either in family groups or alphabetical order

- **Ductus**, clearly indicated—potentially using a different colour

- **Guidance on serif construction**, with illustrative examples

- **An attractive and clear page layout**

The following elements are **optional** and may be included if space permits, either on the same sheet or on a separate one:

- **Historical overview** – a brief explanation of the script's origins and development

- **An historical example** of the script

- **Alternative serif styles**, where relevant

- **Numbers** (these may be shown on a separate sheet)

- **Punctuation** (may also be placed on a separate sheet)

- **Explanation of spacing**, with visual examples

- **Breakdown of constituent strokes** used to form the letters