

Kingdom of Northshield



Scribe's Handbook

October 2004
First Edition

Introduction

This first edition of the Kingdom of Northshield Scribes Handbook has been designed primarily to be a point of basic information for a scribe. In these pages you will find what a scribe is, scroll layout and suggested supplies. You will also find a section on scroll wording components, and of course, the Northshield Awards and definitions.

Later supplements will be made available for you, the scribe, to add. These will include calligraphy exemplars, line drawings, reference information and helpful hints.

Acknowledgments and Credits

This handbook was compiled under the wise counsel, permission and direction of the following people, Master Randulfr Asparlundr, Master Gevehard von Baden, THL Tarja Rahikkainen, THL Maol Mhichil mac Gille Pheadair (Mikey/Yehuda), Master Sayf al-Qamar Tarik ibn Abdullah, Countess Fina ingen Aeda, Viscountess Astrid of the Yellow Rose, Lord Friedrich von Augsburg, and finally THL Dan'l of Twin Rose (the keeper of my sanity).

SECTION I

What is a scribe?

Scribes are the creators of Northshield award scrolls and are an interesting group of folks. They find great satisfaction in spending hours creating a piece of art they may never see again, for someone they may have never met. They simply find joy in seeing a blank sheet of paper come to life with paint and ink.

What is an Award Scroll?

An award scroll is one way the Northshield Royalty use to show honour or appreciation for skills or services. It is the custom of Northshield to try to provide every award recipient with some form of award scroll. A paper award scroll is illuminated with the scroll wording in calligraphy, signatures of the Royalty and Kingdom seal. However, an award scroll is not required for recognition of an award. Some awards are recognized with a token to the recipient. Award scrolls for the peerage level awards and some of the grant level awards are commissioned works and not automatically assigned by the office of the Polaris Signet.

Award or honours scrolls do not have to be limited to paint and paper. Some very beautiful works have been created on glass, stone, wood, cloth and leather. Let your imagination guide you in your creation. With, of course, approval from the Crown.

How do I become a Northshield Scribe?

You will need to contact the Polaris Signet by email, telephone or at an event and express your interest. The Signet will want to see an example of your illumination work or your calligraphy. You can provide the Signet with an illuminated blank that is suitable for use. You may also wish to provide an example of your calligraphy. With these pieces, please include your contact information. This should include your mundane and SCA name, mailing address, telephone number and email address. The Signet will then place you on the Scribal Roster for Northshield. Contact information may be found in the *Northwatch* or online on the Polaris Herald officer web page at www.northshield.org.

How do I get an assignment?

When Their Majesties will be attending an event and holding court, They will send Their court list to the Polaris Signet. The Signet will then send out a request for volunteers from those scribes on the roster. Those scribes who are interested will reply to the request and the Signet will provide the necessary information. This includes the gentles name, award receiving, reason for the award, and if possible, gender and persona information. The Signet will also advise you where to deliver your completed scroll.

Please always remember — you have just been provided secret information. Confidentiality is utmost important here. Please refrain from sharing this information with others, trying to make sure the recipient goes to court, etc. Failure to comply could cause removal from the Scribe roster.

Real life sometimes make the completion of your assignment a problem. Whether it is because the cat spilled ink on your artwork or your work takes you out of town, things happen. Please contact the Signet immediately. Depending on time, the Signet can reassign, create a scroll on a blank or advise the Royalty so a promissory can be issued. Not turning in scroll assignments without notifying the Signet is very bad form. The Royalty, Polaris Herald and Polaris Signet are depending on you. Habitually taking on scribal assignments and not completing them can get you removed from the scribal roster or relegated to backlog scrolls only.

SECTION II

Award Scroll 101

What you will find in this section are some suggested tools to aid you in your scribal endeavors. Tools and materials are a very personal choice. With experience and experimenting, you will find the materials that work best for you.

Your surroundings

Good lighting and a comfortable work area play a key role in the production of good work. Use of natural lighting is always best in getting a good color balance. Using natural lighting isn't always easy and finding a balance is challenging. Remember that ordinary incandescent lamps put off a warm, yellowish light and florescent lighting adds a cold, bluish cast.

“Paper”

We will concentrate on the suggested paper to use here. Medieval options are real parchment, papyrus, birch bark or vellum. Very period, somewhat expensive, and not exactly recommended for the beginning scribe.

Many scribes of Northshield use a type of paper called “Bristol”. This can be found in most hobby and craft stores and is sold in pads, cut into sizes good for scrolls because they are easy to frame. The size of paper is your personal choice. You will want to look for a cold press or “vellum” style or hot press or “smooth” surface. The paper is thick like cardstock and resists warping fairly well when wet. Whatever paper type you select, try to find a 100% rag, acid-free, neutral pH sheet.

Try to stay away from the drafting or tracing vellums, the “parchment” or marbled calligraphy paper and lightweight watercolor papers. They all are very good for their intended purposes, however their surfaces and acidity make them difficult to work with and they tend to deteriorate quickly.

Pencils and Erasers

You will want to use a pencil that erases well. Many scribes prefer mechanical pencils as they do erase well and have an ever sharp point providing a nice even line. When considering erasers, look for either a white plastic eraser or kneaded rubber. The white plastic erasers are also available as a retractable stick eraser. Avoid the pink erasers, especially the ends of a common #2 pencil. They will leave a colored residue on your artwork.

Pens and Ink

For those of you interested in calligraphy, most hobby and craft stores carry a variety of calligraphy pen sets. You will find pen sets called dip pens. The sets come in a kit with a variety of nib sizes and a nib handle (pen holder). They are relatively inexpensive, but do take practice in mastering the ink flow. Another option is the cartridge calligraphy pen. They cost a bit

more, but maintain a fairly even ink flow. You will need a separate pen for each nib size and will need to replace ink cartridges. Calligraphy markers are not recommended for use on award scrolls. They lack the sharpness of metal nibs and the ink fades quickly. They are, however, good for practicing.

The ink you want to look for is a non-waterproof India ink, as it is permanent and light-fast. It is very close to medieval lamp black ink. You may also want a selection of pigmented colored inks for scroll and filigree borders and detailing. Map makers pen tips work well for this type of decoration.

Brushes

Good quality standard watercolor brushes are a great starting paintbrush. Purchase the best quality you want to afford. You will want to look for a round, pointed tip brush for use in illumination in a variety of sizes. Look for good quality natural hair brushes (sable, Kolinsky, etc.) or a good synthetic brush. They will typically outperform and outlast nylon brushes. But again, as with papers, your brush choice is very personal.

Paint

For the beginning scribe, tube watercolor or gouache are more than adequate. These are non-waterproof paints that can be re-wet and used after they have dried. The tubes last a long time. Watercolors are typically more transparent (good blending characteristics) while gouaches tend to be more opaque (good hiding power).

Try to avoid acrylics, oils, alkyds and watercolor pencils. They do not necessarily give a medieval look. Some dry slowly, some do not blend or layer well.

Good colors to begin with are: Black (ivory black), white (zinc white), red (cadmium red), blue (ultramarine), green (middle green), and yellow (brilliant yellow).

As you gain experience and confidence, you may want to try using period pigments.

Other helpful tools

These are a few more suggested tools you may find useful:

- A well marked ruler. Some prefer a metal ruler with a cork back.
- Template for circles or other shapes, a compass, or triangle.
- An Ames lettering guide. This is a clear template used with a mechanical pencil for making parallel lines for calligraphy.
- A color wheel, good for mixing.
- A water container and plastic palette for mixing paint.
- A rag or paper towel for drying brushes.

Ask questions of more experience scribes. I don't mean just the Laurels, but those scribes whose work you admire or are familiar with. Contact the Polaris Signet with questions. The Signet is also there to promote the Scribal arts.

Scroll Layout and Design

You have your assignment, you are seated comfortably and have good lighting. Your materials are arranged neatly and in front of you lays an unblemished sheet of paper.

Your next step is the layout of your scroll design. This includes the illumination, the calligraphy, where the Royalty will sign and placement of the Kingdom Seal. The end of this section includes ideas on a variety of layouts.

Your scroll assignment will include the name of the award recipient and what award they are to receive. The illumination choice you make can be based on the award, the persona of the gentle receiving the award, or the persona's of the Royalty. Most illumination is based on period manuscripts. Make sure your illumination choice leaves room for calligraphy, the Royalty signatures and the Kingdom seal.

Before you begin to draw out your design, you will need to add margins. The margin size is usually based on the width of the paper. A good rule of thumb is to allow 1/8th of the paper width for the margin. For example, an 8 inch paper width means you will need to allow for a 1 inch margin. Aside from being more visually pleasing, a margin allows for easier framing. Scroll blanks without margins may not be able to be used.

After setting your margins, lightly pencil in your illumination design. You may choose to ink over your pencil lines before laying out your calligraphy and erase all pencils lines before

you paint. The choice is yours, of course, on the order of the steps you take to accomplish completion. Most scribes choose to complete the calligraphy before they paint their scrolls. Should a calligraphy error occur, you have not lost countless hours of painting and adding highlights only to have to start over again.

The scroll is done, ready to deliver! Wait, turn it over. Did you sign your creation? Many a recipient has been disappointed to see they will never be able to thank the creator of their scroll because, alas, it was not signed. You may simply write illumination and/or calligraphy by <your SCA name>. You may also use a makers mark, or write any of the following phrases with your name;

...Scripsit (means written by)

...mefecit (made by)

...pinxit (painted by)

...per mano (by the hand of)

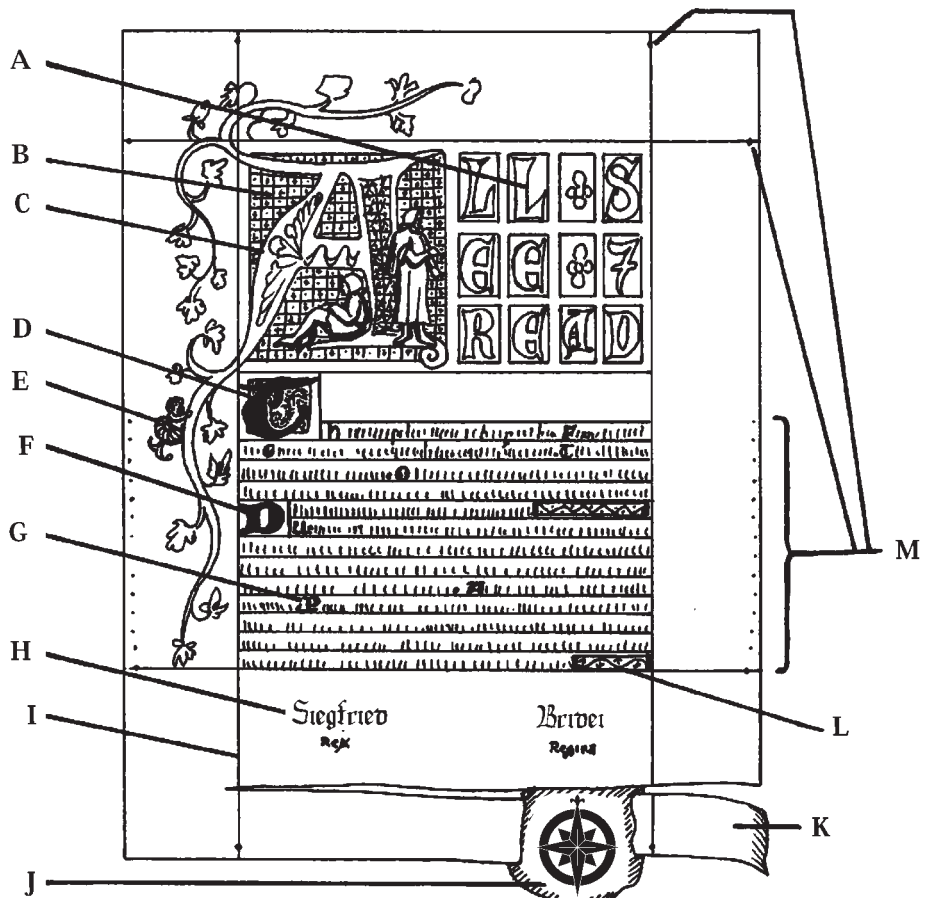
...faciebat (fashioned by)

...deliniavit (drawn by)

Transport and delivery of the scroll.

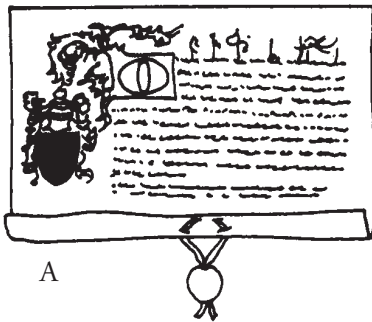
Always transport paper scrolls so they remain flat and dry. If you are mailing your scroll to the acting Signet or to the Royalty, try to ensure it won't be bent during the shipping process by adding a sheet or two of thin cardboard to surround the scroll(s).

- A. Display Lettering
- B. Diaper Pattern
- C. Inhabited Initial Miniature
- D. Decorated Initial
- E. Grotesque
- F. Versal
- G. Text Capital
- H. Royal Signature
- I. Vertical Column Ruling
- J. Kingdom Seal
- K. Tongue
- L. Line Ending Decoration
- M. Pin pricking holes for ruling

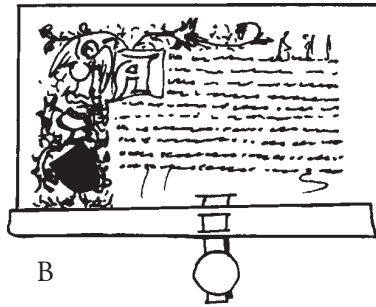


The scroll layout examples below are meant to provide the scribe an idea of what to look for. A, B and C are three examples of actual 15th century Grants of Arms by Letters Patent. This is equivalent to our Peerage level. The remaining four are based on book page layouts from manuscripts. They were not originally meant to be award document designs. However, in the SCA we have adopted the practice of basing our scrolls on book pages because it is very convenient and attractive. Although inauthentic, the SCA practice is accepted because we have been doing it that way for so long.

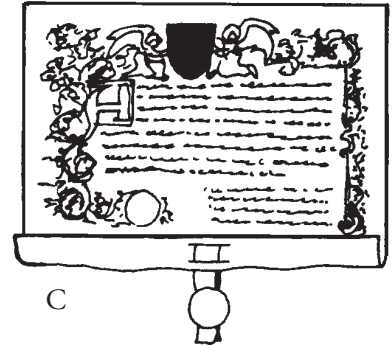
- A. 1490 Patent of Arms
- B. 1456 Patent of Arms
- C. 1438-39 Patent of Arms.
- D. 600-11th century. Large letters get smaller.
- E. 9th-13th century. Panel surrounded by a border which is foliated geometric. The panel can be colored or the white of the page.
- F. 13th c.-1600. Generic decorated initial in Gothic form with vines.
- G. 12th-14th century. Very large decorated initial. In the 12th c. the initial would often be mostly foliage or an animal shaped like the letter. In the 13th-14th c. the letter would have foliated parts, and may have a face, wing, foot, etc. stuck on the extremities, but the body would be completely filled with patterns. The shield and helm would not be used until the 14th c.



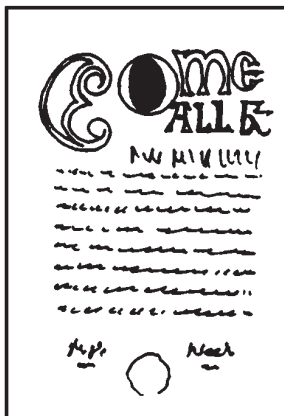
A



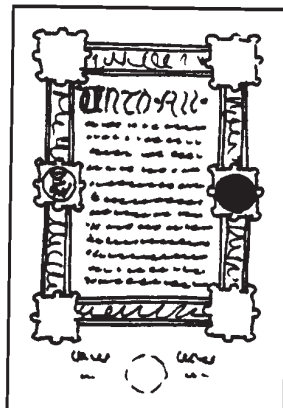
B



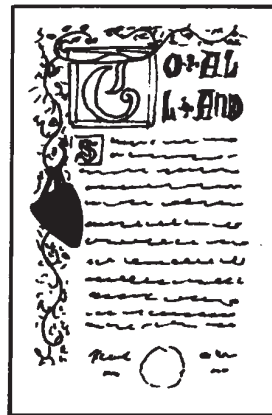
C



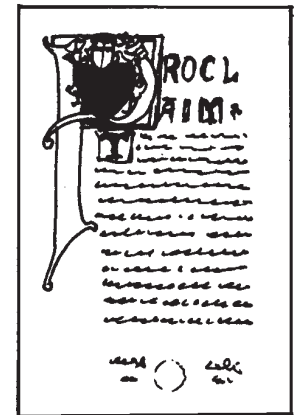
D



E



F



G

SCROLL TEXT COMPONENTS

What we will cover here is the components of a scroll and text alternatives that you, the scribe can use to creating unique wording. These components may be interchanged and styled to suit the recipient or space needed for calligraphy. A typical scroll contains the following:

- An Address (or the opening)
- The Intitulation (who the award is from)
- Notification and Exposition (why the award is being given and to whom)
- Disposition (what award is being given)
- Corroboration and date (when the award was given and where)

This is an example of basic wording

Be it known that we, (name), King of the Kingdom of Northshield, and (name) our Queen, having heard of the (state the reason) wish to make unto (recipients name) an (name of the award or order). Done this (day and month), Anno Societatis (AS year) in Our (place)

Address variants:

All gentles and nobles know that...

All nobility, know by these presents that...

All shall know that...

Be it known unto all that...

Come forward all and know...

Do ye all hear and tell others...

Due commendations and greetings...

For as much as...

Greetings unto all to whom these presents come, know that...

Hear ye all of these presents that...

It shall be known to all that...

Know that...

Know ye all to whom these presents come that...

Let it be known to all that...

May it be known to all that...

Now let it be known to all that...

One and all shall know that...

Pray let all know that...

Proclaim to all gentles and nobles that...

Proclaim to all unto whom these presents come that...

Proclaim unto all...

Salutations to all to whom these presents come and know that...

See, read, hear, and understand by these presents that...

Tell all that we...

Tickled pink are we...

To all and singular unto whom these present may come...

Unto all to whom these presents come, know that...

Verily we...

We...

Whereas we...

Ye all shall know that...

Intitulation

Period scrolls seldom gave the Kings or Queens a last name, so only first names are needed for our purposes. The names of the Royalty are in the Northwatch, as well as on the Kingdom of Northshield website. Always double-check spellings.

...We, <first names of King and Queen>, King and Queen of Northshield...

...We, <first names of King and Queen>, Rex and Regina Northshield...

...We, <first names of King and Queen>, King and Queen of these lands of Northshield...

...We, <first names of King and Queen>, King and Queen of the Laurel Kingdom of Northshield...

...We, <King's first name>, King by right of arms of Northshield and <Queen's first name>, Queen of the Kingdom of Northshield...

...We, <King's first name>, King by right of arms of Northshield, and <Queen's first name>,

Our Queen of Love and Beauty...

Our Queen by Grace and Courtesy...

Our Queen of Inspiration...

In some cases, the award is given only by the King or only by the Queen. Check with the Polaris Signet if you are unsure.

Queen by Right of Arms

At some point, the winner of a Crown Tournament will be a Lady fighter, and the Kingdom will then have as its next monarch, a Queen by Right of Arms. When this happens, changes will be made to the intitulation of all scroll texts.

Notification and Exposition:

This component is made up of two parts: the lead in phrase (examples below) and the reason. The reason for the award/order is usually given to you with the assignment from the Polaris Signet. If the reason is not given, "service to Our Kingdom", "Service to Our Realm", or "Whose service has greatly benefited Our Realm/Kingdom" will do.

...finding Ourselves in receipt of many good reports of <name>...

...having heard much good of <name>, especially for...

...having observed the many good works and labors of <name>...

...<name>, having greatly improved the lot of Our subjects by...

...who has laboured long and hard in Our lands...

...<name>, who has made himself/herself worthy of advancement by...

...<name>, who has distinguished himself/herself...

...having weighed well the works and labours of <name>...

...<name>, having given greatly of his/her skills and energies for...

...right mindful of the high esteem in which <name> is held by Our Kingdom and Ourselves...

...having given greatly of time and labor...

As you have noticed, the name of the recipient is also given in the notification and exposition. the name is, of course, provided to you. If you have doubts about the spelling of the name, contact the Polaris Herald or Polaris Signet to verify. This information is provided to them by the Royalty who are counting on the person who made the recommendation to provide the correct spelling. Errors do occur.

When using adjectives to describe the recipient, try to tailor them to fit the person. If the gender of the person is not indicated to you in the name or cannot be verified by the Signet, please use "they", "their", and "them".

Good adjectives that may be used for men are: good, loyal, faithful, noble, brave, excellent, wise, courteous, beloved. Examples of adjectives for women are: fair, gracious, good, noble, wise, courteous, beloved, etc.

Disposition

This component states what award/order is being given by the Crown. Always check the spelling of the name of the award/order. You may leave space on the scroll to illuminate the badge for the award or order if one has been passed.

The following examples are worded for an Award of Arms, but you may alter to fit other awards or orders. Should there be an elevation in rank, this may be included.

...are minded to make unto <name or him/her> and Award of Arms...

...in recognition of the achievements of <name> we do make unto him/her an Award of Arms...

...are moved to advance and commend him/her with this Award of Arms...

... and wishing to show our appreciation of such service do we bestow upon <name or him/her> and Award of Arms...

...are minded to invite <name or him/her> into our Order of...

...in recognition of the achievements of <name> we do invite him/her into our Order of...

Never use "...do We Grant..." on an Award of Arms bearing scroll. This implies a Grant of Arms, which is something very different.

Corroboration and Date

The corroboration is a phrase confirming that the award has been given by the King and/or Queen (or Regent), with the addition of the date of presentation and that place the presentation took place. The name of the event may also be used. This is totally optional. The phrase used in corroboration consists of one of the openings listed below, plus the date, place, event in various orders. For example:

Done this sixteenth day of October, Anno Societatis XXXIX, in Our Shire of Happiness at the Feast of Many Plates, whereof we have set Our hands and seal.

Awarded...

Awarded by Us...

By Our Hand...

By Our Hand and Seal...

Confirmed by Our Hands and Seal...

Done...

Done by Us...

Done under Our Hand...

Done this...

Given...

Given by Us...

Given under Our Hand...

In witness where of have We set Our Hand and Seal...

Anno Societatis is the year of the Society. This changes on May 1st. At the end of this section you will find a guide for Society years and a roman numeral guide.

The Signature Spaces

Lines drawn lightly in pencil will aid the Royalty in the placement of Their signatures. Lines drawn in pencil are not period. Signature spaces may also be indicated by writing Rex and Regina, King and Queen or Sovereign and Consort on the award scroll. The Royalty will then place

their signatures above these indicators. Make sure to leave enough room for the signatures.

AWARD DESCRIPTIONS FOR THE KINGDOM OF NORTHSHIELD

Society Year Chart

Begin May 1	Ending April 30	AS Year	Roman Num
1999	2000	34	XXXIV
2000	2001	35	XXXV
2001	2002	36	XXXVI
2002	2003	37	XXXVII
2003	2004	38	XXXVIII
2004	2005	39	XXXIX
2005	2006	40	XL
2006	2007	41	XLI
2007	2008	42	XLII
2008	2009	43	XLIII
2009	2010	44	XLIV
2010	2011	45	XLV
2011	2012	46	XLVI
2012	2013	47	XLVII
2013	2014	48	XLVIII
2014	2015	49	XLIX
2015	2016	50	L

Roman Numeral Guide

1 = I	16 = XVI	31 = XXXI	46 = XLVI
2 = II	17 = XVII	32 = XXXII	47 = XLVII
3 = III	18 = XVIII	33 = XXXIII	48 = XLVIII
4 = IV	19 = XIX	34 = XXXIV	49 = XLIX
5 = V	20 = XX	35 = XXXV	50 = L
6 = VI	21 = XXI	36 = XXXVI	
7 = VII	22 = XXII	37 = XXXVII	
8 = VIII	23 = XXIII	38 = XXXVIII	
9 = IX	24 = XXIV	39 = XXXIX	
10 = X	25 = XXV	40 = XL	
11 = XI	26 = XXVI	41 = XLI	
12 = XII	27 = XXVII	42 = XLII	
13 = XIII	28 = XXVIII	43 = XLIII	
14 = XIV	29 = XXIX	44 = XLIV	
15 = XV	30 = XXX	45 = XLV	

Youth Awards

The Award of the Compass - given to youth for exemplary service to the Kingdom

The Award of the Gold Lamp - given to youth for achievement in an Art and/or Science

The Award of Bellerophon - given to youth who have displayed prowess and courtesy in any of the Arts Martial

The Award of the White Owle - given to youth who demonstrate initiative in teaching

Non-Precedence Bearing

The Order of the Crwth – given for proficiency in the performing arts

The Order of the Saltire* – given to those who have demonstrated widespread guidance and instruction, enriching the abilities of the populace.

**No more than 4 may be admitted to this order in any reign*

The Order of the Pyxis – given for putting forth great effort at researching, creating and maintaining a period persona and atmosphere

The Award of the Hearthstead – given to groups who excel at showing hospitality and hosting events. Eligible groups include SCA branches, or any body of people acting as a group, such as a household, archers, etc.

The Award of the Norband – for a heroic and specific deed of valor, courtesy, or prowess in the Arts Martial which has increased the renown and reputation of Northshield

King's/Queen's Cypher – given for personal service to the Crown

Prince's/ Princess's Cypher – given for personal service to the Coronet

Scroll of Honor – a record of worthy deeds of the people of Northshield and its friends. Names are entered at the discretion of the Crown. The Kingdom Herald or a deputy cares for the Scroll and ensures that it is displayed at Court

Order of the Stellar Guard – given to those who have served as Royal Champion to the King or Queen

Order of the Rose – See Corpora

Augmentation of Arms – See Corpora

Award of Arms Bearing

Award of Arms – See Corpora

Award of Cygnus – given to those who have distinguished themselves over time by performing, with all due courtesy, outstanding service on behalf of the Kingdom.

Award of the Bale Fire – given to those who show proficiency in one or more of the Arts or Sciences, including a level of participation beyond their own personal endeavors

Award of the Queens Glove – given to those who demonstrate prowess and chivalric comportment in rapier combat, including a level of participation beyond their own personal endeavors

Award of the Griffin's Sword – given to those who demonstrate prowess and chivalric behavior in armored combat, including a level of participation beyond their own personal endeavors

Award of the Black Bolt – given to those who demonstrate prowess and chivalry in artillery activities, including a level of participation beyond their own personal endeavors

Award of the Palfrey – given to those who demonstrate prowess and chivalry in equestrian activities, including a level of participation beyond their own personal endeavors

Grant of Arms Bearing

Grant of Arms – See Corpora

Order of Tyr – given to those who have performed a substantial service to the Kingdom of Northshield. Members are expected to continue conspicuous service and to help others find their own opportunities for service

Order of Bridget's Flame – given to those who have shown over time they enthusiastically strive for mastery in the Arts and/or Sciences, endeavoring to provide leadership and displaying courtesy. Members are expected to continue their pursuits in the Arts and /or Sciences and find their own opportunities for enrichment therein

Order of the Destrer – given to those who have, over time, demonstrated great prowess, chivalry and leadership in Equestrian Arts. Members are expected to continue conspicuous activity in Equestrian Arts, and to encourage others to become involved and proficient

Iron Griffon Legion – given to those who have, over time, demonstrated great prowess, chivalry and leadership in Armored Combat. Members will be responsible for continued, conspicuous activity in Armored Combat and for helping others become involved and proficient

Order of the White Scarf – given to those who have, over time, demonstrated great prowess, chivalry and leadership in Rapier Combat. Members will be responsible for continued, conspicuous activity in Rapier Combat and for helping others become involved and proficient.

Order of Aquila – given to those who have, over time, demonstrated great prowess chivalry and leadership in one or more of the Artillery Arts. Members will be responsible for continued, conspicuous activity in Artillery and for helping others become involved and proficient

The Estate of Court Barony – given to those who have performed service to the Crown beyond normal expectations.

Patent of Arms Bearing

Patent of Arms – See Corpora

Order of the Chivalry – See Corpora

Order of the Laurel – See Corpora

Order of the Pelican – See Corpora