

Scribal Handbook

For the Barony of Hawkwood



Sponsored by the
Hawkwood Scriptoria

Created August 2011

Revised April 2016

With special thanks and recognition to Lady Fríða in hárfagra, original Scribal Liaison, for creating this handbook. Also, Baroness Brig ingen Erennaigh, Baronial Scroll Liaison for the Barony of Nottingham Coill, whose Scribal Handbook was “borrowed” copiously.

Further thanks to Lady Safaya bint Ahmet ibn Abdullah for creating “SCA Illumination 101”, the text of which we have borrowed partially for our “Materials” section. Credit and thanks also to the Midrealm Scribal Handbook for the use of their numerous calligraphy exemplars.

Updated version of the Hawkwood Scribal Handbook has been created by Lady Æsa gyldir.

Finally, thanks to all of the writers whom contributed to the Atlantian Scribe’s Handbook.

Happy Illuminating!

Vivat Hawkwood!

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Using This Handbook

When following suggested scroll text, capital and lower case letters shall be used as seen.

Text enclosed between angle brackets <...> is a substitution variable. This means that you will replace it with the appropriate value; i.e., if the sample text reads “We, <name>, Baroness of Hawkwood, do ...” you would substitute the name of the Baroness who gave the award.

Text enclosed between square brackets and separated by slashes [.../.../...] is a selection variable. For example, in a text that reads “... for [his/her] achievement ...” you would select the appropriate pronoun

Text enclosed by parenthesis (...) is optional. There may be a number of different options presented here and separated by slashes. In some instances this optional text reflects a very specific usage. If in doubt contact the Scribal Liaison.

Vertical and horizontal spacing and line width are at the discretion of the scribe.

We have tried to make the various texts as flexible as possible. Rely on your common sense but, if in doubt, contact The Scribal Liaison.

The scribe/illuminator should sign or mark the scroll, very discretely on the face with a small maker’s mark in the border illumination (preferred). On the back of the scroll he or she should date and sign the document (lightly and in pencil) with both mundane and SCA names; scroll recipients want to know who prepared their scroll.

It is highly recommended that the scribe provide a printed copy of the scroll text attached to the back of the scroll, so that when the award is given out in court the herald can read from the back as they hold up the scroll for display to the populace.

Text Alternatives

Most scrolls are composed of the same set of key phrases arranged in different ways. Each of the phrases has a variety of equivalent versions. Phrases may be interchanged to suit your style, your favorite capital letter, the recipient's persona, or the amount of space required.

Medieval scrolls also followed a set pattern. They were composed of several parts which varied in content and degree of usage according to the rank of the grantor, the chancery in which they were produced, and the time period. The following guidelines can be used to create a variety of scroll wordings.

Such a scroll may be outlined as follows:

- 1) Address (Opening) (Be it known that...)
- 2) Intitulation (who it is from) (. . .we, name), Baron, and (name) Baroness... (or King / Queen if doing a kingdom-level award).
- 3) Notification and Exposition (Why it is being given) (...having heard much praise of (name), especially in..)
- 4)Disposition(What we are giving to whom) (...are pleased to recognize...)
- 5) Corroboration and date (When and where) (Done by our hand...)

Date Conventions in the SCA

SCA newsletters and award ceremonies use a special calendar, numbering our years starting with the year the SCA was founded. Years are specified as “Anno Societatis, or A.S. – (Latin for “in the year of the Society”) followed by a number, usually expressed in Roman numerals.

Our “New Year’s Day” is May 1st, the day that the First Tournament was held in 1966.

So: April 30th, 2010 C.E. was the last day in year A.S. 44, and May 1st, 2010 C.E. was the first day of A.S. 45.

Here is a handy conversion table:

Calendar Date		Anno Societatis
1 May 2009 - 30 April 2010	44	XLIV
1 May 2010 - 30 April 2011	45	XLV
1 May 2011 - 30 April 2012	46	XLVI
1 May 2012 - 30 April 2013	47	XLVII
1 May 2013 - 30 April 2014	48	XLVIII
1 May 2014 - 30 April 2015	49	XLIX
1 May 2015 - 30 April 2016	50	L
1 May 2016 - 30 April 2017	51	LI
1 May 2017 - 30 April 2018	52	LII
1 May 2018 - 30 April 2019	53	LIII
1 May 2019 - 30 April 2020	54	LIV
1 May 2020 - 30 April 2021	55	LV

Baronial Award of Excellence

(aka Baron's Award of Excellence, Baroness' Award of Courtesy)

These awards are given at the discretion of the Baronage, given to those gentles whose works have been particularly pleasing to the Baronage.

Badge is a blue circle with the Baronages' first initial in yellow/gold, or another token of the Baronages' choosing. Font/hand for the initial is up to the digression of the seated Baronage.



Suggested Texts:

I, <name>, {Baron/ess} of Hawkwood, am moved to recognize those who have shown dedication, support, courtesy, and honor in every endeavor. <recipient> is deserving of such recognition, and so do I bestow upon {him/her} my {Baron's/Baroness'} Award of Excellence as a token of My thanks for {his/her} labors on behalf of Our Barony.

In witness whereof I set My hand this <day> of <month>, A.S. <year> [at <event>].
{Baron /Baroness}

It is the works of its people by which a barony is judged, and in which the Our Barony may take pride. Our Baronial Award of Excellence was created to recognize those works which have been particularly pleasing to Us. It is therefore Our pleasure to bestow this award upon <recipient> in recognition of {his/her} <area of achievement>.

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>]
Baron Baroness

Order of the Goshawk



The Order of the Goshawk is bestowed upon those who have shown Excellence in the Martial Activities.

Blazon: Counter-ermine, a wing fesswise terminating in a hand sustaining a sword fesswise reversed argent.

Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> having distinguished {himself/herself} by outstanding martial contributions to the Barony of Hawkwood, and wishing to show that we deem {him/her} worthy, do we induct {him/her} into the Order of the Goshawk.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

And when {he/she} walks upon the field of battle, {he/she} should walk with honor and with courtesy. For the prize comes from vanquishing the foes of the spirit as well as the foes of the flesh. Therefore, We, <name>, Baron/ess of Hawkwood, deem it right and proper to induct <recipient> into the Order of the Goshawk

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Order of the Golden Moon

The Barony's Order of the Golden Moon was created to recognize Excellence in Service on behalf of the Barony of Hawkwood.

Blazon: Per chevron argent and azure, in base a decrescent Or.



Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> has greatly benefited Our Barony of Hawkwood with {his/her/them} continuing and enduring works, and In recognition of their/his/her service in <area of achievement>, do We induct {his/her/them} into the Order of the Golden Moon.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Be it known to all that <recipient> has rendered great and continuing service to the Barony of Hawkwood [in the area of <area of service>], and does greatly deserve reward. Therefore, do we admit {him/her/them} to the Order of the Golden Moon in recognition of these efforts.

Done by our hands this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Order of the Silver Hawk



The Order of the Silver Hawk is bestowed upon those who have shown Excellence in the Arts and Sciences.

Blazon: Counter-ermine, in pale a hawk argent perched atop a lantern Or.

Suggested Texts:

Be it known that We, <name>, Baron/ess of Hawkwood, Having heard much good of <recipient> Who has distinguished {himself/herself} by outstanding Arts and Sciences contributions to the Barony of Hawkwood, In recognition of {his/her} skills and achievements do We induct {his/her} into the Order of the Silver Hawk.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Let it be known that <recipient> has greatly entertained and enriched the people of the Barony of Hawkwood {with his/her <area of performance> / in the area of the Arts and Sciences}. We are therefore pleased to name {him/her} to the Order of the Silver Hawk.

Done by our hands this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Silver Jess

(Formerly the Award of the Raptor's Talon)

The Award of the Silver Jess is given to those gentles who have distinguished themselves in the Martial Activities.

Blazon: Counter-ermine, a hawk's leg erased a la quise within an orle argent.



Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> has distinguished {himself/herself} on the field with {his/her} martial activities. In recognition of this, We present unto {him/her} the Award of the Silver Jess.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Be it known to all unto whom these presents may come that <recipient> has rendered great deeds upon the fields of battle and does greatly deserve reward. Therefore, do we present unto {him/her} the Award of the Silver Jess in recognition of these efforts.

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Golden Decrescent



The Award of the Golden Decrescent is given to those gentles who have distinguished themselves by their Service and contributions to the Barony.

Blazon: Counter-ermine, a decrescent Or within a bordure argent.

Suggested Texts:

Be it known that We, <name>, Baron and Baroness of Hawkwood, have seen the deeds of <recipient> in service and contribution to the Barony of Hawkwood, and acknowledge that they are worthy. In recognition of {his/her} skills and achievements do We award {him/her} the Award of the Golden Decrescent.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Let it be known that <recipient> has greatly distinguished {him/her}self by {with his/her} service and contributions to the Barony of Hawkwood. We are therefore pleased to give {him/her} the Award of the Golden Decrescent.

Done by our hands this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Silver Wings of Hawkwood

The Award of the Silver Wings of Hawkwood is given to those gentles who have distinguished themselves and that show promise with their artistic endeavors.

Blazon: Counter-ermine, a winged lantern argent.



Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> has distinguished {himself/herself} by {his/her} Excellence in the Arts and Sciences and {his/her} contributions to the Barony. In recognition of {his/her} achievements do We present unto {him/her} The Award of the Silver Wings of Hawkwood.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

It is the work of its artisans in which a Barony can take Pride. The Award of the Silver Wings of Hawkwood recognizes those artisans who strive to perfect their skills. Let it be known that <recipient>, whose works are pleasing to the Baron/ess, is worthy of such honor and recognition.

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Missiliers of Hawkwood

The Award of the Missiliers of Hawkwood is given to those gentles who have distinguished themselves on the archery and thrown weapons field

Blazon: N/A It is suggested to include elements associated with the representative's chosen activity.

Suggested Texts:

Be it known that We, <name>, Baron/ess of Hawkwood, have seen the deeds of <recipient> in service and contribution to the Barony of Hawkwood, and acknowledge that they are worthy. In recognition of {his/her} skills and achievements do We award {him/her} the Award of the Golden Decrescent.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Let it be known that <recipient> has greatly distinguished {him/her}self by {with his/her} service and contributions to the Barony of Hawkwood. We are therefore pleased to give {him/her} the Award of the Golden Decrescent.

Done by our hands this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Hawk's Aerie

(newcomer's award)

The Award of the Hawk's Aerie is given to those Newcomers who have distinguished themselves within the Barony.

Blazon: N/A

As such, we are currently drawing the scrolls any way that we like, but incorporating a hawk in its nest into the design.

Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> has, as a newcomer to Our fair lands, Distinguished {himself/herself} with {his/her} service and contributions to the Barony. In recognition of {his/her} works and labor, We present unto {him/her} the Award of the Hawk's Aerie.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Be it known to all unto whom these presents may come that <recipient> has, as a newcomer to Our lands, rendered great and continuing service to the Barony of Hawkwood, and does greatly deserve reward. Therefore, do we present unto {him/her} the Award of the Hawk's Aerie in recognition of these efforts.

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Award of the Green Acorn

(children's award, formerly the Award of the Fledgling)



The Award of the Green Acorn is given to those Youth who have distinguished themselves within the Barony.

Blazon: (Fieldless) An acorn bendwise vert.

Suggested Texts:

We, <name>, Baron/ess of Hawkwood, find that <recipient> has, as a Youth in Our fair lands, Distinguished {himself/herself} with {his/her} service and contributions to the Barony. In recognition of {his/her} works and labor, We present unto {him/her} the Award of the Green Acorn.

In witness whereof We set Our hand this <day> of <month>, A.S. <year> [at <event>].

Baron

Baroness

Be it known to all unto whom these presents may come that <recipient> has, as a Youth in Our lands, rendered great and continuing service to the Barony of Hawkwood, and does greatly deserve reward. Therefore, do we present unto {him/her} the Award of the Green Acorn in recognition of these efforts.

Done by Our hand this <day> of <month>, A.S. <year> [at <event>] [in <place>].

Baron

Baroness

Lettering & Calligraphy

This listing is only meant to be a loose and general guide to aid the beginner in selecting a form that is close to what might have been used in SCA period, offering an approximate and generalized calligraphic hand for each region.

Artificial Uncial

6th c. All Christian lands. 3-5 pen widths. Rule 3X

ΑΑΑΒΒΒC D D E E F F G G H I J K L M N O P Q Q Q R
R S S T T U X X X Ÿ Z

Roman Half Uncial

3rd-9th c. Christian Europe. 3-6 pen widths. Rule 3X

a b c d e f g h i k l m n o p q r r t u x Ÿ z st si

Pre-Caroline Minuscules

7th-8th c. Christian Europe. 8th c. Corbie France. 4-5 pen widths. Rule 3X

a b c c d e e f g h i i k l m n o p q r r
r t u x x Ÿ z ea et min es em or
s u/v linking from
cogn te er tori

Visigothic Minuscule

7th-12th c. SPAIN. SPANISH 10TH C. 3-4 PEN WIDTHS. RULE 3X

a b c d d e e f g h i l m n o p q r r a a u x Ÿ z
e linking i/j t u/v
eu en terru fu ti ri rec te ter tem

Insular Majuscule

8th-9th c. Ireland, Britain and Scotland. 5 pen widths. Rule 2.5X-3X

α b c d d e f g h i k l m n o p q r
s f t u x s y z & α

(Note: Brackets under 'g', 's', 'u/v', and '&' indicate pen widths)

Insular Minuscule

6th c. Ireland onward, 6th-late 12th c. Britain, 7th-9th c. Northern Europe.
5-6 pen widths. Rule 3X

α α b b c d d e e e f f g g g h h i k k l l
m m n n o p r r q q r r r s r t t u u u v p x y y
z δ δ θ θ α 7 7 h h s t e g

(Note: Brackets under 'g', 'r', 's', 'u/v', and 'w (Anglo-Saxon)' indicate pen widths)

THat th THin at & en es st ae aeg

Carolingian Minuscule

8th-mid 12th c. Frankish Empire.

10th-12th c. Northwest Europe and Britain. 3-6 penwidths. Rule 2.5X

a b c d d e f g g h i k l m n o p q r r s t u x x y z & r st
ti tu ct et

(Note: Brackets under '1/2r', 'u/v', and '& st' indicate pen widths)

Early Gothic

11th-13th c. All of Europe.

French Gothic Bookhand 13th c. 4-6 penwidths. Rule 2.25-2.5X

a b c d d e e f g g h i k l m n o p q r r s s f s t u v x
y y y z z &

(Note: Brackets under '1/2r', 's', and 'u/v' indicate pen widths)

English Gothic Bookhand Minuscules

12th-early 14th c.

England 1240s written in Norman French. 4-6 pen widths. Rule 2.5X

a b c d d e f g h i k l m n o p q r r s t u v v w x x y z

1/2r s

u/v

7 d e p e d r s t

& de pe dr st ct

German Gothic Bookhand Minuscules

12th-14th c. Germany.

German early 14th c. 4-5 pen widths. Rule 2X

aa bb bcc d d e e f g g h i k k l l m n o o p q r r s s t t

k

1/2r s

u v w x y z z z 7 st d e

u/v

&

st de

Gothic Textura Quadrata

13th c. onward. All of Europe. 3-6 pen widths. Rule 2X

a b c d e f g h i j k l m n o p q r r s t v u w r x y z z

1/2r s

7 e

&

st st

st

Scandinavian Gothic Bookhand Minuscules

Iceland. Early 14th c. 5 pen widths. Rule 2.5X

a b c d d e p p g h i k k l m n o p q r r s t u e y z

r, 1/2r s

x

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Gothic Litera Bastarda

13th c. onward, all of Europe. 4-6 pen widths. Rule 2.5X

a b c d e f g h i j k l m n o p q r s s t u v u
1/2r s s u/v

W x y z

English sample 15th c.

a a b c d d e e f g g h i j k l m n o p q r r r z
g r 1/2r

s s s s t t u v w x y z z th &

pp ro rt ri st that with thou

Italian Humanist Minuscules

Italy, 15th-16th c. 5 pen widths. Rule 1.5X-3X

a b c d e f g h i j k l m n o p q r s s s t u v x y z
s u/v

ae ct st &

Italian Humanist Square Capitals

A B C D E F G G H I K L M M N O P
Q R S T V X Y Z

Illumination

Throughout the ages, illumination has come in many different styles. In the SCA scribes illustrate a full spectrum of styles, and often will attempt to find out a little about their scroll's recipient and personalize the scroll in some way if possible. Following are a few samples of various illumination throughout the middle ages.



13th century (mid-1240s or ca.1250) France, Paris New York, The Pierpoint Morgan Library Ms M. 638 - Morgan Bible AKA Maciejowski Bible fol. 29r



Zoomorphic initial (f°104) -- Book of hours, Netherlands, N. or Germany, N. W. (Lower Rhineland), ca 1463-1476, attributed to the circle of the Master of the Berlin Passion [BL Ms Harley 1662]



Carlos V, 1536 Grant of arms to Gregorio de Castro Author[Charles V, Emperor/ Carlos V] Publication date1536 Physical Description Valladolid. In large folio (575 mm x 417 mm). 1 ff.

Materials

Papers:

Parchmentine/Pergamenata- This is a vegetable based paper that provides us with the closest similarity to real vellum possible without really using vellum. It is also significantly less expensive than real vellum.

Bristol Paper/Board- an adequate stock paper for practice exercises, thank you notes, and non-armiduous awards. Many people prefer the “vellum surface” finish available.

Other Paper- All other papers should be reviewed with the Baronial or Kingdom Scribe before working on an award scroll. Some papers that require more cost and practice, include:

***Vellum/Parchment-** This is a more historically accurate material.

***Watercolor Paper-** 140lb Hot Press Watercolor Paper is common.



Paints:

Gouache- This is the most commonly used and suggested paint for SCA purposes. Gouache can be watered down to look similar to a watercolor paint, or can be used with less water to be opaque. This gives the best hold to the papers used in the SCA. For those just getting started, you can purchase a box of 24 colors of Reeves Gouache for about \$15. Ultimately, Windsor & Newton's has a higher quality to their gouache paints, but the price is closer to \$6-20 per tube of paint.

Other Paints- Other paints are rarely used or suggested other than “Period Pigments”. If you wish to try pigments, please take a class or ask for a tutorial before purchasing the materials.

Metals:

Windsor & Newton Metallic Inks

Other Metals- If you are interested in exploring more metallic materials, please check with your Baronial or Kingdom Scribe for suggestions and information on **Liquid Leaf**, **Imitation Leaf** or **Real Gold** or **Silver Leaf**.

Brushes:

Round Brushes - “Spotters” of small size - usually 5/0 and below are what you will be working with.

Liners - these have longer bristles and hold much more paint, allowing for longer strokes. Also great with black ink for outlining.

Chisel Brush - for those hard to get places.

Pens and Inks:

There are many occasions where we use ink pens to outline or provide extra wispy details. The most important point to note in choosing a pen or ink is that you work with archival quality, water-proof ink only. Please get a pen with the smallest tip possible. Here are some suggestions:

Micron - These are disposable technical pens, great for starting out.

RapidoSketch

Rapidograph

Prismacolor Fine Line Marker Pens

Other Useful Materials:

Pencils

Paint Palette

Rulers

Painter's Tape

Paper Towels

White or Kneaded eraser

Water cups (rinse and to add to paints)

Razor Blades

Tooth Picks or Palette Knife (for mixing paints)

