

Kingdom of Calontir

Saker Herald Handbook



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From the Saker Herald

Grüß Gott!

I would like to thank all those individuals who give of their time and efforts in the submission's process for the Kingdom of Calontir and the Society. Whether it's creating devices, documenting names, running consulting tables, providing commentary, or through support of those involved in an aspect of heraldry... the kingdom would not run as smoothly without your endeavors, nor would clients have names or armoury they can proudly claim or display as their own.

This is the first edition of the Calontir Saker Herald's Handbook published for both heralds within the kingdom and other individuals interested in the heraldic submission's process specifically within Calontir and in general within the SCA. It was explicitly created with the inexperienced Submission's Herald in mind, who may have had to step up unexpectedly to carry out the duties and responsibilities of the Saker Office. This handbook is expressly not intended to be the dogmatic end all, be all, absolute method of how submissions must be processed. It merely encapsulates a streamlined and hopefully easily functional methodology to the process. It does, however, cover the basic tasks which must be accomplished in a step-by-step format to ensure nothing is inadvertently omitted. Successors may find even better methods to accomplish these tasks even easier. I heartily encourage you to do so and to capture your methods for your successors to use. I hope that all will find this publication to be a valuable resource.

As the SCA's knowledge of heraldry and the submission's process continues to develop, there come changes to the standards and policies of which heralds need to be aware. Especially with the advent of OSCAR [the Online System for Commentary and Response] created by the SCA Sovereigns of Arms, readers of this handbook will note some changes from previous methods and processes. So whether you are new to heraldry, or are a more experienced herald, please take the time to read through the handbook to acquaint yourself with the material contained herein.

Ich dien,

Herr Gotfrid von Schwaben, Saker Herald

19 October 2011

Disclaimer

This is the **Calontir Saker Herald's Handbook**, a publication of the Calontir College of Heralds of the Society for Creative Anachronism, Inc. presented for informational purposes. It is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate SCA corporate policies. In many places it does delineate Calontir College of Heralds policies.

Credits

Some of the material present herein which was written for earlier submission's processes and has been edited where the facts have changed or concepts have needed clarification. Editors, authors (past and present), commenters, consultants and proof-readers of this handbook have contributed to the overall work, and include: Alisoun MacCoul of Elphane [Laurel Sovereign of Arms Emeritus, Golden Dolphin Emeritus, Metron Ariston Herald Extraordinary], Da'ud ibn Auda [Laurel Sovereign of Arms Emeritus, al-Jamal Herald Extraordinary], Einarr Grimsson [Red Hawk Herald Emeritus, Saker Herald Emeritus, Gold Falcon Herald], Gunnar Thorisson [Vert Hawk Herald: Armorial Herald], Ines Alfón [Saker Herald Emeritus, Blanch Tyger Herald], Jadwiga Marina Majewska [Gold Falcon Herald Emeritus, Saker Herald Emeritus, Purple Cat Herald], Jaelle of Armida [Laurel Sovereign of Arms Emeritus, Argent Snail Herald Extraordinary], Marie de Blois [White Stag Herald Emeritus, Palimpsest Herald], Modar Neznanich [Saker Herald Emeritus, Eyas Herald Emeritus, Habicht Herald, Volk Herald Extraordinary], Odierne Lion [Red Hawk Herald, Condor Herald], Pipa Sparkes [Herald-at-Large], Roberto Carlos Dominguez [Talon Herald Emeritus, Buteo Herald Emeritus, Lanner Herald], Shauna of Carrick Point [Laurel Sovereign of Arms Emeritus, Ragged Staff Herald], Sorcha MacLeod [White Stag Herald Emeritus], Tanczos Istvan [Wreath Sovereign of Arms Emeritus], Teceangl Bach [Lions Blood Herald Emeritus], and Gotfrid von Schwaben [Red Hawk Herald Emeritus, Saker Herald]

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Saker Herald

Standard Operating Procedures

1. Incoming Submissions

1.1. Upon receipt of packets

- a. Annotate the date of arrival on the outer envelope.
- b. Stack together until ready for initial processing.

1.2. Processing the Submissions prior to cut-off date

- a. Separate payments from individual submission packets
- b. **ALL** submission fees which originate from a group's account **must** be accompanied by a Calontir Fund Transfer Form.

(1) If a Calontir Fund Transfer Form does not accompany a group fund's check, make contact with the group's Herald or Seneschal requesting they send the Fund Transfer Form under separate cover.

(2) If all else fails, this is a multiple occurrence from the same group, or too long of a time period has passed since receipt of the group's check and needing to get the funds to Kingdom Exchequer, process and send the check forward with a written (or typed) explanation of transpired events enclosed with the Saker Fund Transfer form.

(3) The standard Calontir Fund Transfer form can be found at the following sites:

- i. Gold Falcon webpage link for *Submission Forms*.
[<http://heraldry.calontir.org/>]
 - ii. Saker Herald webpage Quick Links for *Heraldric Submission Forms*
[<http://heraldry.calontir.org/saker.htm>]
 - iii. Calontir College of Herald's Submission Forms webpage
[<http://heraldry.calontir.org/forms.htm>]
- c. Annotate the payment method on each submission form just below and to the right of the action blocks at the bottom.

(1) Annotation format is: [payment type] [check number, if applicable]

i. Payment types:

- (a) CK = check, personal or group
- (b) MO = Money Order
- (c) C\$ = Cash

♦ **If cash is transacted, say at an event, two copies of a receipt must be generated; one for client, one for Saker files.**

♦ If a commercial receipt book is not available, generate one on a blank sheet of paper. The following simple will suffice:

*"Rec'd \$[XX.00] from [mundane name] for [name/device/badge] submission(s).
[Date][signature]"*

♦ Do this twice and give one to the submitter. The other gets placed in the client's file and stapled to the Kingdom copy of the submission(s).

(2) Group checks should be further annotated to differentiate between them.

(3) If submissions sent from a local group do not use an "Official" group check, the payment should be processed and annotated as if it were a personal transaction.

(4) Adjusted annotation format is: **[group] [payment type] [check number]**

i. **Baronages:** *[Cantons may submit through their respective Baronage]:*

Coeur d'Ennui..... CdE	Lonely Tower BLT	Three Rivers B3R
Forgotten Sea BFS	Mag Mor BMM	Vatavia BVt

ii. **Cantons:** *[If they do not submit through their respective Baronage]:*

Aston Tor..... CtAT	Axed Root.....CtAR	Loch Smythe.....CtLM
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iii. **Shires, Colleges, Strongholds:**

AmlesmoreSAm	Deodar SDd	No Mountain CNM
BellewodeCBel	Dun Ard..... SDA	Oakheart..... SOak
Bois D'Arc.....SBdA	Flinthyll..... SFh	Shadowdale SSd
Calanais Nuadh.....SCN	Golden Sea SGS	Spinning Winds..... SSW
CarlsbySCar	Grimfells..... SGf	Standing Stones SSS
Crescent MoonSCMo	Heraldshill SHh	Westumbria..... SWu
Crystal Mynes.....SCMy	Lost Forest..... SLF	Wyvern Cliffe SWC
Cúm an IolairSCal	Lost Moor SLM	

d. Annotate the payment amount on each submission form in the blocks provided at the bottom.

e. Annotate the date received on each submission form in the blocks provided at the bottom.

f. Either pull the client's folder from the files or create a new folder for them.

g. Place the folders within an expandable folder in alphabetical order and set this aside until the cutoff date for submissions.

h. Enter and account for all submission fees on the Saker Fund Transfer form.

(1) The Saker office does not have its own bank account.

(2) All monies must be sent to the kingdom exchequer in a timely manner, as defined below.

i. Naming convention for saving the files is **Saker Transfer YYYY-MM-DD.xls**

(1) **YYYY-MM-DD** = numerical values for year, month, and day the fund transfer form was created.

j. Print two copies of the completed Saker Fund Transfer form to enclose with submission fees mailed to the Kingdom Exchequer.

(1) Ensure the date the submitting group's funds and submissions arrived is annotated in the space provided on the submitting group's original Fund Transfer form.

(2) Make a copy of submitting group's Fund Transfer forms

(3) Retain the copy of the submitting group's Fund Transfer form and attach it to one copy of the Saker Fund Transfer form for Saker Files.

(4) Enclose the Saker Fund Transfer form and the original group's Fund Transfer form with submission fees mailed to the Kingdom Exchequer.

k. Roughly every two weeks, but **no later than** one month, mail submission fees with the Saker Fund Transfer form to the Kingdom Exchequer.

(1) It is easiest to set reminders for mailing on the 1st and 15th of each month.

(2) Current Kingdom Exchequer is:

Margaret Tank (Iarlles Branwen ferch Rhael)
4433 Tauromee Ave
Kansas City, KS 66102

e-mail: Exchequer@calontir.org or waterchick@kc.rr.com

1.3. Processing Current Lol Submissions after the cut-off date for new items

- a. Create an Internal Letter of Intent (ILol) folder and name it following this format:
YYYYMMDD-ILOI-CAL-NNN.
 - (1) **YYYYMMDD** = numerical values for year, month, and day the ILol is published (DD or XX can be used as a numerical value placeholder for the day until the ILol is published).
 - (2) **NNN** = Saker Herald's initials (SCA name).
- b. Scan in each item from all submissions into the folder. This includes all submission forms and documentation.
 - (1) Scanner settings have been dictated by Ragged Staff Herald at Laurel.
 - i. All forms must be scanned at 100%. **Do not** shrink or adjust the size.
 - ii. The scans should match **exactly** the paper copies within the packet you will send to Laurel.
 - iii. Name submission forms and all (Name or Armoury) documentation are to be scanned at **300 dpi** (or closest) on **grayscale**.
 - iv. Armoury submission forms are to be scanned at **300 dpi** (or closest) on **colour setting**.
 - (a) Each scanner has its own peculiarities regarding colour settings.
 - (b) If your scanner has a setting for 24-bit colour, that is what you should choose.
 - (c) If your scanner has colour settings for *photo* versus *document*, use the *document* setting.
 - ◆ In general, the *document* setting will cause the white background to be scanned as true white instead of off-white.
 - ◆ This is generally desirable; however, the increased contrast on this setting can make colours come out too dark.
 - (2) Save the scanned files into a standard JPG file format.
 - (3) Name the scanned files with the following format:
 - i. Name submission form: James_Edwards_name00.jpg
 - ii. Name documentation: James_Edwards_name01(2,3,etc).jpg
 - iii. Group name submission form: Somewhere_Shireof_name00.jpg
 - iv. Group name petition: Somewhere_Shireof_name01.jpg
 - v. Group name documentation: Somewhere_Shireof_name02(3,4,etc).jpg
 - vi. Device submission form: Herbert_vanderSchmeer_device.jpg
 - vii. Device submission form (line drawing): Herbert_vanderSchmeer_device_BW.jpg
 - viii. Badge submission form: Guy_Lombardo_badge.jpg
 - ix. Badge submission form(line drawing): Guy_Lombardo_badge_BW.jpg
 - (4) Some more specialized actions require a more precise naming convention.
 - i. Name Change/Change from Holding Name (This is a distinct type of action for which no fees are due to Laurel.):
 - (a) Jane_vanDyke_holding_name_change00.jpg
 - (b) James_Edwards_name_change00.jpg
 - ii. Resubmissions [Laurel Returns **ONLY**] (This is a "no fees to Laurel" action.)
 - (a) Jane_vanDyke_name_resub00.jpg
 - (b) James_Edwards_device_resub00.jpg
 - iii. Letter of Permission to conflict or other Administrative actions:
 - (a) William_Smithson_LOPTC.jpg
 - (b) Yorgi_Yorgisson_HWill.jpg
 - (c) Dafne_laScullier_DevRel.jpg
 - (5) Documentation for device and badge follows same form as for name.

c. Crop each device/badge submission form (both color and B&W) in preparation for uploading to OSCAR.

(1) Be sure to save these under a separate name.

(2) The following format works well:

i. James_Edwards_device_emblz.jpg [for line drawing: James_Edwards_device_emblz-BW.jpg.]

ii. James_Edwards_badge_emblz.jpg [for line drawing: James_Edwards_badge_emblz-BW.jpg.]

2. Entering data into OSCAR using the Proto-LOI process.

2.1. Log into OSCAR and navigate to **[New Letter]** [<https://oscar.sca.org/index.php?action=215>]

a. Create a new Kingdom or Laurel Proto-Lol [[See Appendix A.](#)]

b. Click **Done** when completed.

c. Click on **Submit** at the top of the screen to navigate to the item submission screen. [[See Appendix B.](#)]

d. Only **one** item can be submitted at a time.

(1) It is advantageous to enter a Name Submission *before* entering a device submission for the same individual/group. The name field retains the information making entering multiple items for the same person/group easier.

e. Ensure the item you are entering is “pointing” to the correct Lol you are building.

(1) OSCAR is currently configured so that multiple Internal and External Lol’s can exist concurrently.

(2) This allows for a Kingdom ILol to be built, while another ILol is being commented upon, and an ELol is being finalized for release to Laurel.

(3) By manipulating the Lol dropdown at the top of the item being submitted [[See Appendix B, detail](#)] or edited, you can move that item between various Lol’s right up until they are finalized for release.

f. Enter the data as obtained from the individual submission form.

(1) When entering the submitter's name, use ***Da'ud notation***. [[See Appendix D.](#)] OSCAR handles Da'ud notation quite well (it's designed for that!) and will display the correct characters upon submitting the item.

(2) Using MS Word symbols tend to add all sorts of junk which may or may not appear properly in OSCAR, and most certainly cause more problems down the road for others; Laurel staff compiling the LoAR specifically.

g. Remember that you must upload both the color and line drawing **cropped** emblazon with each armory submission. You do **NOT** need to upload the full submission form JPG scans at this time. They will be uploaded later.

3. Creating the ILol and initiating the Commentary process.

3.1. With all data entered into OSCAR, navigate to **[Proto-Lol]** [<https://oscar.sca.org/index.php?action=106>]

3.2. Select the correct Kingdom Lol, and click on **FINALIZE!** [[See Appendix C.](#)]

a. Adjust commentary due date as needed. (30 days is the default date.)

b. Adjust salutation and closing remarks as required.

3.3. Publish Kingdom ILol by selecting **Done!**

3.4. You can use the proto-LOI to create your hardcopy Internal Letter simply by selecting the letter and using copy-paste to Word.

3.5. When you have the internal letter finished, send it to Vert Falcon Herald for posting to the Saker Website.

a. Current Vert Falcon Herald (Armorialist) is:

Gunnar Thorisson

e-mail: OnlineArmorial@calontir.org or thorirson_gunnar@hotmail.com

b. Allow at least 3 weeks for commentary, preferably 4 weeks.

3.6. Sit tight until the commentary comes in.

a. Most commentary, using the new Kingdom ILol functionality in OSCAR, will be posted under the item entry being commented upon.

(1) Only Saker Herald and Gold Falcon Herald have permissions to authorize or limit internal commenters within OSCAR.

(2) The path is [Kingdom] -> [Calontir-Config] -> [Control kingdom commenters] and [Control kingdom readers]

i. Because of the nature of which commentary can sometimes be considered *harsh*, it is **strongly recommended** access be limited to active commenters with a need to know basis.

ii. Laurel sets the following guidelines for those currently commenting within the College of Arms:

From Laurel Emerita: OSCAR Moderation Policy [From the JUL 2011 LoAR Cover Letter]

It is unfortunate but nonetheless true that not everyone can be relied upon to play nicely. OSCAR commentary reflects this, and intervention is sometimes needed to keep things productive, civil and useful.

It is not at all the wish of the Laurel Office that anyone should be persona non grata on OSCAR permanently, if they demonstrate that they have changed their ways. We are therefore instituting policy that addresses not only what can get one moderated, but how and when one may be released.

It's encouraging that such measures aren't needed very often, and we'd very much prefer not to have to use them at all. But I cannot overemphasize that commentary on OSCAR is a privilege, which if abused, may very well go away. Keep it informed, up to date, polite and pertinent. Otherwise, please keep it to yourself.

*Proposed Changes to the Administrative Handbook (additions in **bold**):*

OLD:

VII.B.2. Persistent Breach of General Commenting Requirements -

Failure to abide by the requirements for format, distribution, or content of commentary may be construed as a failure to comment. In particular, commenters who do not submit comments to OSCAR, or who comment using inappropriate language or tone may be removed from the mailing list and OSCAR without warning.

NEW:

VII.B.2. Persistent Breach of General Commenting Requirements -

*Failure to abide by the requirements for format, distribution, or content of commentary may be construed as a failure to comment. In particular, commenters who do not submit comments to OSCAR, or who comment using inappropriate language or tone may be **moderated or** removed from the mailing list and OSCAR without warning.*

NEW:

VII.F. Policy on Moderation of Comments-

Commenters who are moderated may be considered for reinstatement if they make active substantial commentary for six months without having any comments which are not approved or which require editing to be approved. Commenters who are moderated and are not eligible for reinstatement within twelve months of initial moderation are subject to removal from the mailing list and OSCAR without warning.

iii. It is strongly advisable to adopt the same guidelines for commenters within the Calontir College of Heralds.

b. For other commentary which arrives, place the Letters of Comment (LoC's) in a separate e-mail folder for easier access when the time arrives to make decisions on the items in the ILol.

- (1) It is equally easy to save off all LoC's which came as attachments into their respective folders.
 - (2) For LoC's which did not arrive as an attachment, copy and paste the commentary into a word document and save it in the appropriate folder.
 - (3) As a system of checks and balances, if you retain the LoC's in the separate e-mail folder and save off the LoC's as word documents, it will help to ensure no commentary is overlooked.
 - (4) When it comes time to use the LoC's to begin final processing of the proto-Lol into the External Letter of Intent (ELol), it is by far easier to work from the word documents.
- c. Take any new submissions you receive and begin at step 1 in anticipation for the next Lol.
 - d. OSCAR has been redesigned so you can now, if you are ready, begin entering submissions for the next ILol into a new proto-Lol.

4. Processing Letters of Commentary and creating the ILoAR

4.1. You will always receive something from one or more of the following individuals: Gawain Green Anchor, Marie Gyrfalcon, Modar Volk, and Sofya la Rus. You may additionally receive something from Odierna Condor, Einarr Gold Falcon, Elena Modarova vnuka, and Konstantia Kaloethes.

4.2. Open the Non-OSCAR LoC's and minimize.

4.3. Log into OSCAR and navigate to [\[Kingdom\]](#) -> [\[Calontir-Spread\]](#)
[\[https://oscar.sca.org/kingdom/kspread.php?kingdom=11\]](https://oscar.sca.org/kingdom/kspread.php?kingdom=11)

4.4. Update the status for any ILol's in post-commentary period. [\[See Appendix C detail.\]](#)

4.5. Copy the items with commentary from the ILol and paste them into a word document to create an Internal Letter of Acceptances and Returns (ILoAR).

a. Naming convention for saving the ILoAR is **YYYYMMDD-ILOAR-CAL-NNN.doc**

(1) **YYYYMMDD** = numerical values for year, month, and day the ILoAR was published.

(2) **NNN** = Saker Herald's initials (SCA name).

4.6. Working from the commentary and LoC's determine which items are to be forwarded to Laurel, returned at Kingdom, or pended for further work.

a. While commenters may request return for various reasons, the final decision is Saker's and the decision may overturn thoughts by the commenters.

(1) Have a good reason for deciding against your commenters; they put in a lot of work and having it dismissed will reduce their willingness to participate.

(2) **Differences in personal taste are INSUFFICIENT GROUNDS for a return.**

i. Just because **you** don't like the way something looks or sounds has absolutely **no** bearing on whether that item is to be forwarded to Laurel or returned. Saker is not the Fashion Police.

ii. It is the responsibility of the Saker office to remain unbiased and base decisions solely on conformity to the RfS.

iii. Remember: the client has likely worked a long time to design a device or pick a name and have thus become emotionally attached to it. Undue snarkiness is counter-productive; be polite.

(3) If you do decide to override commentary, it is good form to annotate commenters concerns along with your summarized reasoning to do so in OSCAR.

b. The determining factors are:

(1) **Forwards**

i. Anything following the current Rules for Submission (RfS) of the SCA College of Arms (CoA) and is paid for.

(2) Returns

- i. Any improperly filled out submission.
 - (a) wrong kingdom forms
 - (b) expired kingdom forms
 - ◆ The current forms from Calontir are the only accepted forms for the Saker office.
 - ◆ They are marked Kingdom of Calontir at the top and in the lower right corner, they are noted with "Laurel v. 2.0; [Calontir] v1.1 (Laurel Approved [20060724])".
 - (c) colour printer copies
 - (d) colour pencil copies
 - (e) colour crayon copies
 - (f) Per RfS, pastel or neon colors are inappropriate for colored armory forms.
 - (g) grayscale line drawings for B&W copy
 - ◆ If only a "black" area is that which was filled in by a printer, and the device is otherwise sufficiently clear and recognizable, this item can still be forwarded to Laurel.
- ii. Any item that conflicts with currently registered items.
- iii. Any item that otherwise violates the RfS.

(3) Pends

- i. Any submission with incomplete paperwork or documentation.
 - (a) All name submissions must be accompanied by a summary of documentation and photocopies of all source material, unless exempted by the Society Administrative Handbook.
 - (b) Any armory submission attempting to register a new charge, or a charge or style that has been deemed "non-period", must be accompanied by supporting documentation.
 - (c) Photocopies of all source materials are required except as exempted by the Society Administrative Handbook (AH).
 - (d) All name or armory submissions must contain the appropriate submission form.
 - (e) All group name or armory submissions must contain an original signed group petition
 - ◆ Per RfS, submissions involving the branch name or arms of an active branch must include evidence of support for the action on the part of a majority of the active members of the branch.
 - ◆ Petition **must** contain at least one of the following signatures:
 - In the case of branches with no ruling noble
 - ⇒ Group Seneschal,
 - ⇒ At least three-quarters of the other local officers, and
 - ⇒ A majority of the populace
 - In the case of branches with ruling nobles, a statement of support from all of the ruling nobles is required in addition to the petition.
 - ◆ Petitions should not be older than one year (less than six months is preferable).
 - ii. Any submission with incomplete monies submitted.
- c. All pends will either be returned at the second ELoI after they were pended or will move forward as appropriate.
- d. Incomplete items should be immediately checked for conflict or rules violation. If those violations exist, return ASAP with additional notes to include complete documents and monies.

4.7. Create the header of **ACCEPTANCES** for items being forwarded to Laurel in the ILoAR

- a. LoC's will not necessarily have comments for each and every item on the ILoI.
- b. If there are no comments on a particular item on the LoC's, it is usually safe to assume that item has no issues and can be sent forward on the ELoI.

4.8. Cut and paste items being returned for further work or are pending for various reasons under their respective header of **RETURNS** or **PENDS**.

a. If an item is to be returned at Kingdom, go ahead and make the proper commentary entries in the Submission Notes section and save that item.

4.9. Edit and polish the ILoAR for publication. At a minimum:

- a. Delete all the unnecessary [\(Correct\)](#) and [\(Comment\)](#) hyperlinks from the copy process.
- b. Remove all the unnecessary hyperlinks copied with the item images. (Right click on image.)
- c. Update any salutatory and closing comments.

4.10. When you have the ILoAR finished, send it to Vert Falcon Herald for posting to the Saker Website.

4.11. Remember that if you change any of the information on the paper forms you will need to rescan them prior to sending to Ragged Staff; scans and paper packets must agree in all aspects.

5. Creating and posting the ELoI

5.1. Create the ELoI for posting to Laurel

- a. Log into OSCAR and navigate to [\[Kingdom\]](#) -> [\[Calontir-Spread\]](#)
[\[https://oscar.sca.org/kingdom/kspread.php?kingdom=11\]](https://oscar.sca.org/kingdom/kspread.php?kingdom=11)
- b. Update the status for any completed ILoI's to **Decisions Issued**. [\[See Appendix C detail.\]](#)
- c. Click on the [\[TRANSFER\]](#) link.
 - (1) This action will transfer all items from the completed Kingdom ILoI to an ELoI.

5.2. Prepare the ELoI for release to Laurel

- a. Navigate to [\[New Letter\]](#) [\[https://oscar.sca.org/index.php?action=215\]](https://oscar.sca.org/index.php?action=215)
- b. Create a new Kingdom ILoI. [\[See Appendix A.\]](#)
- c. Click **Done** when completed.
- d. **Transfer** any items that are being **pending to the newly created Kingdom ILoI**.
- e. **Delete** any **returned items** from the ELoI.
- f. Using the [\(Edit\)](#) option for each remaining item on the ELoI, make any changes as needed.
 - (1) Edit or update entries in OSCAR as necessary using the commentary from the LoC's or ILoAR.
 - (2) Save the item after editing by clicking on the **SAVE ITEM** button at the bottom of the [\["Submit"\]](#) screen.
 - (3) **Remember... copy and paste are your friends!**
- g. After updating OSCAR, make sure you have updated any and all paperwork that needs to be changed.
 - (1) This includes emblazons, spelling of names, changes in sources of documentation, etc.
 - (2) You **DO NOT** need to add new documentation received in commentary to the paper forms.
 - i. Annotate the new documentation in OSCAR and let it go through from there.
 - ii. Just note it came from internal commentary.
 - (3) If you have to do a complete re-write of the client's messed up documentation, you might consider re-doing the form. But be certain to keep the old form and indicate that due to the number of changes a new form was compiled.

5.3. Posting the ELoI

- a. Once you have the material in the ELoI set and ready, click on the **FINALIZE** button.
- b. You will then have a chance to set the date, type in some sort of an introduction/salutation and closing for the letter. The previous LoI's text should be there; simply modify as you wish.
- c. Once you have everything set, click on **FINALIZE** again and your ELoI is now posted to Laurel!!

5.4. Navigate to the newly published ELoI and look at your letter to make sure it posted properly.

5.5. Print a copy for your files.

6. Paperwork in the Aftermath

6.1. Create an ELoI folder and name it following this format: **YYYYMMDD-ELOI-CAL-NNN**

- a. **YYYYMMDD** = numerical values for year, month, and day the ELoI was published.
- b. **NNN** = Saker Herald's initials (SCA name).

6.2. Prepare scan packet to upload into OSCAR

a. Select the following files to create a .zip file:

- (1) All name submission scans and all accompanying documentation
- (2) Colour version of all device / badge scans with any accompanying documentation
- (3) Any scans of administrative actions, i.e., release / transfer / acceptance of items.
- (4) Name the ELoI .zip file using this format: **YYYYMMDD CALONTIR-ELOI**

- i. **YYYYMMDD** = numerical values for the year, month, and day the ELoI was published.
- ii. As of this time, OSCAR cannot handle .zip files greater in size than 50MB.
- iii. You need to create multiple .zip files if the size exceeds this limit.
- iv. Alter your naming convention for multiple .zip files to **YYYYMMDD CALONTIR-ELOI_pktNN**
- v. **pktNN** = packet + (NN) increasing numerical values for each subsequent file.

6.3. Upload scan packet(s) into OSCAR

- a. Navigate to **[Packets]** [https://oscar.sca.org/packet_view.php]
- b. Select **[packet uploading interface]**
- c. Select the correct ELoI for which you are uploading the .zip scan file(s) using the drop down menu provided.
- d. Using the **Browse...** button, find and select the correct .zip scan file.
 - (1) Files can only be uploaded one at a time.
- e. Select the **Upload** button.
- f. Reconcile files with ELoI entries when the following screen pops up.
- g. Select **Save** and you're done!
- h. Approved alternate means of sending the scanned files to Laurel (Ragged Staff) are:
 - (1) E-mail the .zip scan file to Ragged Staff
 - (2) Burn the files to a CD and mail with the hard copy packet, or under separate cover.
 - (3) Publish the scans to a website and e-mail the URL to Ragged Staff.

6.4. Copy all scans for each item submitted to Laurel from the ILoI folder into the ELoI folder. This includes all submission forms and documentation.

6.5. Compile and prepare the hard copy packet for Ragged Staff

- (1) One copy of all name submission forms and accompanying documentation
 - (2) Two copies of all device / badge submission forms and any accompanying documentation
 - (3) One copy of any administrative actions, i.e. release / transfer / acceptance of items.
 - (4) Place the items in ELoI order into a protective lightweight plastic baggie (gallon sized, non-Ziploc works well) or otherwise protect from potential water damage.
 - (5) Place the protected packet material into a USPS Priority Mail envelope
- b. Mail the hard copy Submission packet to Ragged Staff.
- (1) Use delivery confirmation.
 - (2) Retain receipt for reimbursement later.
 - (3) E-mail Ragged Staff the delivery confirmation number for tracking purposes.
- c. Current Ragged Staff is:

Jacquie Ziegler (Shauna of Carrick Point)
PO Box 31755
Billings, MT 59107-1755
e-mail: shauna.baroness@gmail.com

6.6. At this point you need to send an invoice to the Kingdom Exchequer

- a. Open the submission items template and using your printed ELoI fill in the numbers from the data at the bottom of the letter.
- b. Naming convention for saving the files are:
YYYYMMDD-ELoI-CAL-NNN-Submission Elements.xls
- (1) **YYYYMMDD** = numerical values for year, month, and day the fund transfer form was created.
 - (2) **NNN** = Saker Herald's initials (SCA name).
- c. After you have the numbers entered and have verified the dollar amount on the template agrees with the OSCAR letter, save the template under a different name and then e-mail it to the Kingdom Exchequer. They should respond back with an acknowledgement.

7. Filing it all away

7.1. After the ELoI is published, transfer the submitter's files from the expandable folder to the Saker Working file box.

- a. All submissions get filed. If it gets to the Saker office it is filed regardless of final disposition.
- (1) All items are filed via unaccented English Alphabet.
 - (2) Any accented letters are filed as if not accented, or unlauted, etc.
 - (3) Currently, spaces are ignored for filing purposes. (Not all in the filing cabinet may be in that format.)
- i. Al Bouter is before Alex Raker and is after Albie Marks.
- | | |
|-----------------|--------------|
| (a) Albie Marks | (albiemarks) |
| (b) Al Bouter | (albouter) |
| (c) Alex Raker | (alexraker) |

7.2. Once Laurel has made their ruling via LoAR:

- a. Retrieve the submitter's file from the Saker Working files
- b. Annotate the date and final disposition on the submission form.
 - (1) Date, LoAR date, and "**Registered**" are sufficient for all acceptances.
 - (2) Date, LoAR date, "**Returned**" and a brief reason for the return should be annotated.
 - i. "Conflict with [Name][Kingdom][date original registration][blazon]"
 - ii. "Violation of RfS x.x.x.x – presumption"
 - iii. For items with longer or more intricate reasons for a return, include a copy of the LoAR page containing the full explanation to the submission.
 - (3) Date, LoAR date, "**Laurel Pend**", suffice. Date of expected final disposition is optional.
- c. Laurel Pended items are returned to the Saker Working files until final disposition.
- d. All other items are filled in the appropriate Archive files.

7.3. **No one** may remove files without the Saker Herald's express permission.

- a. It is preferable never to remove any files from Saker possession.
- b. Anyone may request access to view or to receive copies of files.
- c. Saker will remove all modern information from any file copy not going to the original submitter.

8. Expenditures and Reimbursement

8.1. **You cannot spend *any monies coming into the Saker Office, not even cash - perhaps especially not cash.***

- a. You may buy supplies for use by the office of Saker out of pocket which **may then be reimbursed** through the Kingdom Exchequer's office.
- b. Any purchases above \$100 require pre-approval by the Kingdom Exchequer's office with Gold Falcon's endorsement.
- c. Money advances are allowed under certain extenuating circumstances.
 - (1) All advanced money must be accounted for within a certain time period to be noted by the Exchequer.
 - (2) Requests must be made in writing to the Exchequer and Gold Falcon.
- d. Supplies can include, but are not necessarily limited to:
 - (1) heraldry and onomastics books
 - (2) markers
 - (3) paper
 - (4) pens and pencils
 - (5) USPS expenditures
 - i. postage stamps
 - ii. delivery confirmation (a game saver when mailing packets to Laurel)
 - (6) rubber stamps
 - (7) printer ink
 - (8) professional copy services
 - (9) fax services, etc.

8.2. Once you have compiled approximately \$15 or more of reimbursable receipts (roughly after mailing 3 x ELols), prepare a reimbursement packet for Kingdom Exchequer.

- a. Arrange and tape receipts onto a blank 8 x 11.5 sheet of paper.
 - (1) Highlighting the date and reimbursable cost (or totals) is helpful when Kingdom Exchequer does their accounting. They won't have to search for accounting data amid the various obscure extraneous data on most receipts.
 - (2) Make a photocopy of the receipts for the Saker files.
- b. Enter and account for all reimbursable items on the Saker Reimbursement form.xls
- c. Naming convention for saving the files is **Saker Reimbursement YYYYMMDD.xls**
 - (1) **YYYYMMDD** = numerical values for year, month, and day the reimbursement request was created.
- d. Print 2 x copies of the Saker Reimbursement form
 - (1) One copy is for Kingdom Exchequer, and one is for Saker files.
 - (2) Staple the photocopy receipts behind the Saker copy of the Reimbursement form
- e. Mail one copy of the Saker Reimbursement form along with the **original** receipts to the Kingdom Exchequer.

Appendix A: OSCAR create Lol ["New Letter"] screen



SCA Laurel Sovereign of Arms
Online System for Commentary and Response



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Creating a new Letter for Calontir!
(You will have a chance to edit these values later)

Tentative Letter Issue Date:

Letter type: -- Lol ☒ / [LolUp](#) ☐ / [LolItUp](#) ☐ / [Rules Letter](#) ☐ / [April 1st Lol](#) ☐ / [Calontir](#) ☐ / [Other](#) ☐

Salutation text:

This block should hold the information from previous published Lol's. If not, type in Lol salutation statement here or make corrections to old as needed.

Helpful HTML tags:

`text`: bold

`<i>text</i>`: italic

`<u>text</u>`: underline

`<blockquote>text</blockquote>`: indents a section of text and offset as a quoted block

`
`: break; works as a single return

SEARCH:

Actively
Commenting
only: ☐
Include Lol Text:
☐
Include Comments:
☐
Type:

Footer/Signature text:

This block should hold the information from previous published Lol's. If not, type in Lol signature statement here or make corrections to old as needed.

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Select this option to create Kingdom ILol

Select this option to create Laurel ELol

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Appendix B: OSCAR data input ["Submit"] screen


SCA Laurel Sovereign of Arms
 Online System for Commentary and Response
 

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Enter Letter Item (*What goes in the field?*)

SAVE ITEM
Reset

LoL to add this to: 2011-10-09 - LoL

Filing Name

Submitted Item (name or blazon)

New to Laurel? ☒ New ☐ Resub

Submission Type Name

Appeal of Kingdom Return ☐

Appeal of Laurel Return ☐

Transfer of item ☐

Acceptance of transfer of item ☐

Release of item ☐

This is a change ☐

Old Item

Disposition ☒ Keep as alternate badge ☐ Release Old

Old is Holding Name ☐

No Holding Name ☐

No Major Changes ☐

No Minor Changes ☐

Authenticity (give time and/or place) ☐

Desires Sound (explain sound) ☐

Desires Language (give language) ☐

Desires Culture (give culture) ☐

Desires Meaning (give meaning) ☐

Desires Spelling (give spelling) ☐

Gender of Name ☒ Unspecified ☐ Male ☐ Female ☐ No Specific Gender Desired

Keywords

Submitter Email

Associated With

Item to pair this with (If you change the LoL, this list won't be right) None!

Black and White full-size emblazon Browse...

Color full-size emblazon Browse...

Submission Notes:

Private Notes to Sovereign:

(JPG, GIF, and PNG formats only for images.)

Image #1: Browse...

Image #2: Browse...

Image #3: Browse...

Image #4: Browse...

Image #5: Browse...

SAVE ITEM
Reset


Supported HTML entities: ` <i></i> <blockquote></blockquote>
 <p></p> <hr> <pre></pre> <div></div>`

[\[Log Out / New Password / Preferences / Site News / LoLs / RFS / Pres / All / Track / Sub Status / Comment / LoCa / Contact Us / Roster / Archive / Proof LoLs / New Letter / Submit / Proof LoL / Proofers \]](#)

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LoI to add this to: 2011-10-09 - Lol  **Select correct Lol to which this item will be added.**

Filing Name: Submitter's Primary Name goes here

Submitted Item (name or blazon): Blazon or Alternate Name goes here

New to Laurel? ☒ New ☐ Resub

Submission Type: Name  **See below for drop-down menu options**

Appeal of Kingdom Return ☐

Appeal of Laurel Return ☐ **These items rarely get checked**

Transfer of item ☐

Acceptance of transfer of item ☐ **For transfers, acceptances of transfers, and release of item select the appropriate item as the type above, then ensure that the proper check box is checked.**

Release of item ☐

This is a change ☐

Old Item:

Disposition: ☒ Keep as alternate/badge ☐ Release Old

Old is Holding Name ☐

No Holding Name ☐

No Major Changes ☐

No Minor Changes ☐

Authenticity (give time and/or place) ☐

Desires Sound (explain sound) ☐

Desires Language (give language) ☐

Desires Culture (give culture) ☐

Desires Meaning (give meaning) ☐

Desires Spelling (give spelling) ☐

Gender of Name: ☒ Unspecified ☐ Male ☐ Female ☐ No Specific Gender Desired

Keywords:

Submitter Email:

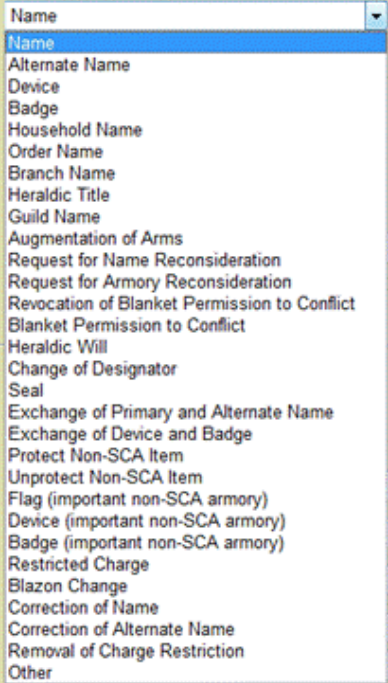
These items are only used when there is a change, i.e. new primary name or arms with retain / release of old. Data corresponds to the check boxes in upper right corner of submission forms.

These items correspond to the check boxes and client requests on the Individual / Group Name Submission forms only.

Drop-Down Menu choices:

Submitted Item (name or blazon):

New to Laurel? ☒ New ☐ Resub

Submission Type: Name 

Appeal of Kingdom Return ☐

Appeal of Laurel Return ☐

Transfer of item ☐

Acceptance of transfer of item ☐

Release of item ☐

This is a change ☐

Old Item:

Disposition: ☐

Old is Holding Name ☐

No Holding Name ☐

No Major Changes ☐

No Minor Changes ☐

Authenticity (give time and/or place) ☐

Desires Sound (explain sound) ☐

Desires Language (give language) ☐

Desires Culture (give culture) ☐

Desires Meaning (give meaning) ☐

Gender of Name: ☒ Unspecified ☐ Male ☐ Female ☐ No Specific Gender Desired

Drop-Down Menu choices:

- Name
- Alternate Name
- Device
- Badge
- Household Name
- Order Name
- Branch Name
- Heraldic Title
- Guild Name
- Augmentation of Arms
- Request for Name Reconsideration
- Request for Armory Reconsideration
- Revocation of Blanket Permission to Conflict
- Blanket Permission to Conflict
- Heraldic Will
- Change of Designator
- Seal
- Exchange of Primary and Alternate Name
- Exchange of Device and Badge
- Protect Non-SCA Item
- Unprotect Non-SCA Item
- Flag (important non-SCA armory)
- Device (important non-SCA armory)
- Badge (important non-SCA armory)
- Restricted Charge
- Blazon Change
- Correction of Name
- Correction of Alternate Name
- Removal of Charge Restriction
- Other

Associated With

Item to pair this with

Black and White full-size emblazon

Color full-size emblazon

Submission Notes:

Type in documentation summaries and other helpful notes here

Helpful HTML tags:

text: bold
<i>text</i>: italic
<u>text</u>: underline
<blockquote>text</blockquote>: indents a section of text and offset as a quoted block
**
:** break; works as a single return

Use the drop down menu to pair items, such as New Name & Device

Associated With

Item to pair this with

Black and White full-size emblazon

Color full-size emblazon

Submission Notes:

Private Notes to Sovereign:

Use this section to send additional information or notes directly to Laurel. Information entered here will NOT be visible to either the public, or the commenting heralds.

(JPG, GIF, and PNG formats only for images.)

Image #1:

Image #2:

Image #3:

Image #4:

Image #5:

Use this section to upload any pertinent or supplemental images / documentation pages which may be helpful to the submission. Generally used for 1st time documentation of a name or charge.

USE SPARINGLY!

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Appendix C: OSCAR “Finalize” Kingdom ILoI screens and ILoI Post-Mortem



SCA Laurel Sovereign of Arms
Online System for Commentary and Response



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[Finalize!](#)

[\[DELETE ALL\]](#)

[LOI: \[AUTO RENUMBER\]\(#\) | \[EDIT HEADERS/DATE\]\(#\)](#)

Calontir Kingdom dated 2012-01-04

Grüß Gott!

Unto the members of the Calontir College of Heralds and all others receiving this missive comes Greetings from Gotfrid von Schwaben, Saker Herolt.

I: Hummina Hummina - New Name ([Edit](#)) ([Delete](#)) & New Device ([Edit](#)) ([Delete](#))

Winky, winky, nudge, nudge, a miracle displayed

Submitter has no desire as to gender.

THIS IS A MADE-UP ENTRY TO TEST THE KINGDOM ILOI PROCESS.



SEARCH:

Actively
Commenting
only: ☐
Include Lol Text:
☐

Please consider the following submissions presented in this letter. Commentary on the submissions is due preferably no later than 02 FEB 12, AS XLVII (2012) to my e-mail address ([gotfridvs@calontir.org](#)) or via postal mail at the address listed in the Mews.

Ich dien,
Gotfrid Saker

☐
Type:

OSCAR counts 1 Name and 1 Device. There are a total of 2 items submitted on this letter.

[Finalize!](#)

[\[DELETE ALL\]](#)

[\[Log Out | New Password | Preferences | Site News | LoIs | KLols | RES | Prec | AH | Track | Sub Status | Comment | LoCs | Contact Us | Roster | Archive | Kingdom | Proof Lols | New Letter | Submit | Proto-Lol | Proofer | Packets | Users | Stats \]](#)

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When all entries have been entered into the OSCAR proto-Lol and all corrections/edits made, select “Finalize!”

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SCA Laurel Sovereign of Arms
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Logged in as
gotfridvs

SEARCH:

Actively
Commenting
only: ☐
Include Lol Text:
☐
Include Comments:
☐
Type:

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Please verify the date and non-submission information.

Kingdom Commentary Closes on: 2012-01-06

Note that if you change the letter type, this date will not be used.

Actual Letter Date: 2012-01-05

Letter type: -- Lol ☐ / LolIP ☐ / LolUp ☐ / Rules Letter ☐ / April 1st Lol ☐ / Calontir ☒ / Other ☐

Salutation text:

Grüß Gott!

Unto the members of the Calontir College of Heraldry and all others receiving
this missive comes Greetings from Gotfrid von Schwaben, Saker Herolt.

Footer/Signature text:

Please consider the following submissions presented in this letter. Commentary
on the submissions is due preferably no later than 02 FEB 12, AS XLVII (2012)
to my e-mail address () or via postal mail at the
address listed in the Mews.

Ich dien,

Gotfrid Saker

[[Log Out](#) | [New Password](#) | [Preferences](#) | [Site News](#) | [Lols](#) | [KLols](#) | [RES](#) | [Prec](#) | [AH](#) | [Track](#) | [Sub Status](#) | [Comment](#) | [LoCs](#) | [Contact Us](#) | [Roster](#) | [Archive](#) | [Kingdom](#) | [Proof Lols](#) | [New Letter](#) | [Submit](#) | [Proto-Lol](#) | [Proofers](#) | [Packets](#) | [Users](#) | [Stats](#)]

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Adjust commentary due date as
needed (30 days is default).

Adjust salutation and remarks as
needed.

Publish Kingdom ILol by selecting
"Done!".

OSCAR Kingdoms: Page for Calontir

[[Log Out](#) | [Prefs](#) | [CALONTIR-Home](#) | [Calontir-Config](#) | [Calontir-News](#) | [Calontir-Spread](#) | [Calontir Heraldry](#) | [Calontir Submissions](#)]
 [[Ansteorra](#) | [Lochac](#) | [Middle](#) | [Northshield](#) | [Outlands](#) | [Trimaris](#)]

[Log Out](#)
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[Calontir Heraldry](#)
[Calontir Submissions](#)

Internal Letters for Calontir

LoI	Issued	Commentary Ends	Status
Calontir	2012-01-05	2012-01-06	Deciding

Update Reset

[**TRANSFER**]

Open for comments
 Deciding
 Proofreading
 Decisions Issued

From the **Calontir-Spread** page, select the correct ILol status, then click on **Update**.

When the final decisions have been made and issued, after updating the status, click on **TRANSFER**.

**SCA Laurel Sovereign of Arms
Online System for Commentary and Response**

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TRANSFERRED INTERNAL LOI TO EXTERNAL PROTO-LOI

LOI: [AUTO RENUMBER](#) | [EDIT HEADERS/DATE](#)

Calontir LoI dated 2012-01-15

Grüß Gott!

Unto the members of the Calontir College of Heraldry and all others receiving this missive comes Greetings from Gotfrid von Schwaben, Saker Herolt.

THIS IS A FICTICIOUS KINGDOM ILOI TO TEST THE PROCESS.

1: Hummina Hummina - New Name ([Edit](#)) ([Delete](#)) & **New Device** ([Edit](#)) ([Delete](#))

Winky, winky, nudge, nudge, a miracle displayed

Submitter has no desire as to gender.

THIS IS A MADE-UP ENTRY TO TEST THE KINGDOM ILOI PROCESS.

Correction (2012-Jan-05 11:01:25): Entry error: Name should read: Hummina Humina Bibidybobyboo

Correction (2012-Jan-05 11:01:26): Entry error: Name should read: Hummina Humina Bibidybobyboo

Please consider the following submissions presented in this letter. Commentary on the submissions is due preferably no later than 02 FEB 12, AS XLVII (2012) to my e-mail address (yadda-yadda@dot.com) or via postal mail at the address listed in the Mews.

Ich dien,

Gotfrid Saker

OSCAR counts 1 New Name and 1 New Device. These 2 items are chargeable, Laurel should receive \$6 for them. There are a total of 2 items submitted on this letter.

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Appendix D: Da'ud Notation

The Rest of the Alphabet

The Da'ud Notation System

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[\[http://www.scadian.net/heraldry/daud.html\]](http://www.scadian.net/heraldry/daud.html)

[This article was written by Master Da'ud ibn Auda and Master Talan Gwynek for the February 1996 LOAR. With two noted exceptions, comments in brackets are from the annotater, Seigneur Blaise de Cormeilles. This article is available at this website through the efforts of Blaise de Cormeilles blaise(AT)scadian.net and Teceangl Bach tierna(AT)agora.rdrop.com. Originally annotated and approved in Feb 1999; last modified in Oct 2001.]

Some time ago Laurel proposed a simple scheme for representing non-ASCII characters by combinations of two ASCII characters enclosed in curly braces. For example, for ó [lower-case letter o with acute accent] and ò [lower-case letter o with grave accent] he proposed the representations {o'} and {o}, respectively. Others subsequently proposed other schemes that are already in wide use, among them HTML and TEX, and Harpy noted that we might at some point need representations for letters not mentioned by Laurel. Nevertheless, its quasi-pictorial nature makes Laurel's scheme easy to learn, and the basic idea appears to be capable of considerable extension if necessary. Moreover, Morsulus has very recently begun to make use of it in his database, and several members of the College are already using it or a slight variant in their e-mail. (Rather than {o:} for ö [lower-case letter o with umlaut], some are using {o"}, and similarly for other instances of the diæresis [di{ae}resis] or umlaut. [{not added by the annotater} Laurel himself has been convinced that {o"} is the more widely used convention.]) This being the case, we see no reason not to go ahead and make Laurel's original scheme a CoA standard for ASCII representation of non-ASCII characters, with extensions to be defined as needed.

We have for some time been able to print such characters as ü [u umlaut], ê [lower-case letter e with circumflex], ó [small letter o with acute accent], à [small letter a with grave accent] etc. in the LoAR; these letters have been correctly registered even if this fact wasn't necessarily apparent in the Armorial. But we have not heretofore allowed the letters ð (edh) and þ (thorn) to be registered, though they also can be printed in the LoAR. With the adoption of a standard ASCII representation, this restriction seems unnecessary, especially considering that these letters were more frequently used in period than many that we routinely allow. This month we have therefore registered two names with the letter ð [{dh}], Freydis Kausi Fiðyardóttir [Freyd{i}'s Kausi Fi{dh}yard{o'}ttir] (An Tir) and Ragnarr Grásiða [Gr{a'}s{i'}{dh}a] (Middle), in each case taking our cue from the submitter's forms. Please note, therefore, that it is no longer necessary to choose an arbitrary transliteration of these letters in submitting an Old Norse or Old English name. Of course, period transliterations are still acceptable as well.

[{not added by the annotater} For those of you who do not recall the list of equivalents, it is reproduced here. {It has been further expanded by the annotater.}]

á = {a'} [lower-case letter a with acute accent]
à = {a} [lower-case letter a with grave accent]
â = {a^} [lower-case letter a with circumflex]
ä = {a"} [lower-case letter a with umlaut]
å = {ao} [lower-case letter a with ring accent]
ã = {a~} [lower-case letter a with tilde]
æ = {ae} [lower-case ae ligature]
Á = {A'} [capital letter A with acute accent]
À = {A} [capital letter A with grave accent]
Â = {A^} [capital letter A with circumflex]
Ä = {A"} [capital letter A with umlaut]
Å = {Ao} [capital letter A with ring]
Ã = {A~} [capital letter A with tilde]
Æ = {AE} [capital AE ligature]
ç = {c,} [lower-case letter c with cedilla]
Ç = {C,} [capital letter C with cedilla]
é = {e'} [lower-case letter e with acute accent]
è = {e} [lower-case letter e with grave accent]
ê = {e^} [lower-case letter e with circumflex]
ë = {e"} [lower-case letter e with umlaut]
É = {E'} [capital letter E with acute accent]
È = {E} [capital letter E with grave accent]
Ê = {E^} [capital letter E with circumflex]

Ë = {E"} [capital letter E with umlaut]
í = {i'} [lower-case letter i with acute accent]
ì = {i} [lower-case letter i with grave accent]
î = {i^} [lower-case letter i with circumflex]
ï = {i"} [lower-case letter i with umlaut]
Í = {I'} [capital letter I with acute accent]
Ì = {I} [capital letter I with grave accent]
Î = {I^} [capital letter I with circumflex]
Ï = {I"} [capital letter I with umlaut]
ñ = {n~} [lower-case letter n with tilde]
Ñ = {N~} [capital letter N with tilde]
ó = {o'} [lower-case letter o with acute accent]
ò = {o} [lower-case letter o with grave accent]
ô = {o^} [lower-case letter o with circumflex]
ö = {o"} [lower-case letter o with umlaut]
ø = {o/} [lower-case letter o with slash]
õ = {o~} [lower-case letter o with tilde]
Ó = {O'} [capital letter O with acute accent]
Ò = {O} [capital letter O with grave accent]
Ô = {O^} [capital letter O with circumflex]
Ö = {O"} [capital letter O with umlaut]
Ø = {O/} [capital letter O with slash]
Õ = {O~} [capital letter O with tilde]

ß = {sz} [esszet - german sharp s; looks like a lower-case beta.]
 ú = {u'} [lower-case letter u with acute accent]
 ù = {'u} [lower-case letter u with grave accent]
 û = {u^} [lower-case letter u with circumflex]
 ü = {u"} [lower-case letter u with umlaut]
 Ů = {U'} [capital letter U with acute accent]
 Û = {'U} [capital letter U with grave accent]
 Ů = {U^} [capital letter U with circumflex]
 Ü = {U"} [capital letter U with umlaut]
 ý = {y'} [lower-case letter y with acute accent]
 ÿ = {y"} [lower-case letter y with umlaut]

Ÿ = {Y'} [capital letter Y with acute accent]
 ě = {dh} [edh - looks like a d with the ascender curled over and a line through the ascender]
 Đ = {DH} [capital edh - looks like a capital D with a dash through the straight line.]
 þ = {th} [thorn - looks like a lower-case b merged with a lowercase p - one loop with both ascender and descender on the left side.]
 Þ = {TH} [capital thorn - looks like a capital I with a semicircle half its height centered on the right side, or a half height capital D centered on a capital I.]

[The following characters cannot be reliably reproduced in HTML (or in most standard fonts):]

yogh = {gh} [looks like a script z or a fancy 3.]
 C caron = {Cv} [capital letter C with caron (inverted circumflex over the letter)]
 OE ligature (Œ) = {OE} [capital ligature OE]
 S acute = {S'} [capital letter S with acute accent]
 S caron (Š) = {Sv} [capital letter S with caron]
 Z caron = {Zv} [capital letter Z with caron]
 a macron = {a-} [lower-case letter a with macron]
 b topbar = {b-} [lower-case letter b with top bar]
 c caron = {cv} [lower-case letter c with caron]
 e ogonek = {e,} [lower-case letter e with ogonek]
 e macron = {e-} [lower-case letter e with macron]
 e caron = {ev} [lower-case letter e with caron]
 i macron = {i-} [lower-case letter i with macron]
 l stroke = {l/} [lower-case letter l with stroke]
 m dot = {m.} [lower-case letter m with dot below]
 n acute = {n'} [lower-case letter n with acute accent]

n dot = {n.} [lower-case letter n with dot below]
 o ogonek = {o,} [lower-case letter o with ogonek]
 o macron = {o-} [lower-case letter o with macron]
 oe ligature (œ) = {oe} [lower-case ligature oe]
 r caron = {rv} [lower-case letter r with caron]
 s dot = {s.} [lower-case letter s with dot below]
 s caron (š) = {sv} [lower-case letter s with caron]
 u ogonek = {u,} [lower-case letter u with ogonek]
 u macron = {u-} [lower-case letter u with macron]
 w circumflex = {w^} [lower-case letter w with circumflex]
 Y umlaut (ÿ) = {Y"} [lower-case letter y with umlaut]
 y circumflex = {y^} [lower-case letter y with circumflex]
 y tilde = {y~} [lower-case letter y with tilde]
 z acute = {z'} [lower-case letter z with acute accent]
 z caron = {zv} [lower-case letter z with caron]

Appendix E: Sources That Do Not Require Photocopies to Laurel

Extracted from the Laurel Administrative Handbook

<http://heraldry.sca.org/laurel/admin.html#APPENDIXH>

This is a list of "standard books" that do not require photocopies to be sent to Laurel. Note that the fact that a name element or armorial motif appears in these sources is no guarantee of registerability. The Laurel office and several kingdom heraldic offices have copies of all of these books; Laurel urges the Kingdom Colleges to acquire copies of any they do not have. Note: The Lol must contain the header name or page number and edition of the book in which the reference is found. Standard brief forms that are used to refer to them in commentary are given in brackets ([]); those books with no standard brief form must be cited with full name.

Books

[Bahlow or Bahlow/Gentry] Bahlow, Hans. Deutsches Nameslexikon. (also the translation by Edda Gentry).

Bahlow, Hans. Deutschland Geographische Namenwelt.

[Bardsley] Bardsley, Charles. A Dictionary of English and Welsh Surnames.

Bedingfeld and Gwynn-Jones. Heraldry.

[Black] Black, George F. The Surnames of Scotland.

[Brault] Brault, Gerald J. Early Blazon.

[Brechenmacher] Brechenmacher, Josef Karlmann. Etymologisches Wörterbuch der Deutschen Familiennamen.

[Brooke-Little] Brooke-Little, J.P. An Heraldic Alphabet.

[Pic Dic] Bruce Draconarius of Mistholme and Akagawa Yoshio. A Pictorial Dictionary of Heraldry.

[D&R or Dauzat and Rostaing] Dauzat, Albert and Rostaing, Charles. Dictionnaire Etymologique des Noms de Lieux de la France.

[Dauzat] Dauzat, Albert. Dictionnaire Etymologique des Noms de Famille et des Prenoms de France.

[De Felice Cognomi] De Felice, Emidio. dizionario dei cognomi italiani.

[De Felice Nomi] De Felice, Emidio. dizionario dei nomi italiani.

[Diez Melcon] Diez Melcon, R. P. Gonzalo. Apellidos Castellano-Leoneses.

[Ekwall] Ekwall, Eilert. The Concise Oxford Dictionary of English Place-names.

[Foster] Foster, Joseph. The Dictionary of Heraldry: Feudal Coats of Arms and Pedigrees.

Fox-Davies, A. The Art of Heraldry.

[Fox Davies] Fox-Davies, A. The Complete Guide to Heraldry.

[Fransson] Fransson, Gustav. Middle English Surnames of Occupation 1100-1350.

[Geirr Bassi] Geirr Bassi Haraldsson. The Old Norse Name.

[Johnston] Johnston, James R. Place-Names of Scotland.

[Jonsjo] Jonsjo, Jan. Middle English Nicknames: I. Compounds.

[LGPN] Lexicon of Greek Personal Names (Vol 1-4).

[Lind] Lind, E. H. Norsk-Isländska Dopnamn ock Fingerade Namn från Medeltiden.

[Lind Supplement] Lind, E. H. Samlade Ock Utgivna. Supplementband.

[Lind Personbinamn] Lind, E. H. Norsk-Isländska Personbinamn Från Medeltiden Samlade Ock Utgivna Med Förklaringar.

Mayer, L.A. Saracenic Heraldry.

[Mills] Mills, A. D. A Dictionary of English Place-Names.

[Mills London] Mills, A. D. A Dictionary of London Place-Names.

[Morgan and Morgan] Morgan, T.J., and Prys Morgan. Welsh Surnames.

[Morlet Dictionnaire] Morlet, Maire-Therese. Dictionnaire Étymologique de Noms de Famille.

[Morlet Picardie] Morlet, Marie Therese, Étude d'anthroponymie picarde : les noms de personne en Haute Picardie aux XIIIe, XIVe, XVe siècles.

[Morlet, specify volume] Morlet, Marie-Therese. Les Noms de Personne sur le Territoire de l'Ancienne Gaule du VI au XII Si.

[Neubecker] Neubecker, Ottfried. Heraldry: Sources, Symbols and Meaning.

[OC&M, Ó (or O) Corrain and Maguire] Ó Corrain, Donnchadh & Maguire, Fidelma. Irish Names.

[Papworth] Papworth. John W. Papworth's Ordinary of British Armorial.

[Parker] Parker, James. A Glossary of Terms used in Heraldry.

[Wickenden] Paul Wickenden of Thanet, A Dictionary of Period Russian Names.

[R&W or Reaney and Wilson] Reaney, P.H. and R. M. Wilson. A Dictionary of English Surnames.

[Room] Room, Adrian. A Dictionary of Irish Place-Names.

[Searle] Searle, William George. Onomasticon Anglo-Saxonicum.

[Siebmacher] Siebmacher, Johann. Johann Siebmacher's Wappenbuch von 1605.

Smith, A.H. English Place Name Elements.

[Socin] Socin, Adolf. Mittelhochdeutsches Namenbuch.

[MCMJ] Solveig Thronardottir. Name Construction in Mediaeval Japan.

[SMP] Sveriges medeltida personnamn (SMP).

[Thureson] Thureson, Bertil. Middle English Occupational Terms.

[von Volborth] von Volborth, Carl-Alexander. Heraldry: Customs, Rules and Styles.

[Watts] Watts, Victor, ed. Cambridge Dictionary of English Place-Names, Based on the Collections of the English Place-Name Society.

[Withycombe] Withycombe, E.G. Oxford Dictionary of English Christian Names.

Woodward, John and Burnett, George. Woodward's Treatise on Heraldry British and Foreign.

[Woulfe] Woulfe, Patrick. Sloinnte Gaedheal is Gall: Irish Names and Surnames.

All KWHS Proceedings.

Dictionaries and Encyclopedias

These are some dictionaries which are useful in researching period usage. A dictionary citation is not sufficient to document something as part of a name, but may be useful in documenting spelling or usage. Most are available both in print and online.

[Bosworth and Toller] Bosworth, Joseph and T. Northcote Toller, An Anglo-Saxon Dictionary.

1911 Britannica Encyclopedia.

The Catholic Encyclopedia.

[Clark Hall] Clark Hall, John R., A Concise Anglo-Saxon Dictionary.

[Cleasby and Vigfusson] Cleasby, Richard, and Gudbrand Vigfusson, An Icelandic-English Dictionary.

[CORDE] Corpus Diacrónico del Español.

[DSL] Dictionary of the Scots Language.

[DOST] The Dictionary of the Older Scottish Tongue.

[Lewis & Short] Lewis, Charlton T. and Charles Short. A Latin Dictionary.

[Liddell & Scott] Liddell, H.G. and Robert Scott. A Greek-English Lexicon.

[DIL] Royal Irish Academy. Dictionary of the Irish Language based mainly on Old and Middle Irish materials.

[SND] The Scottish National Dictionary.

[MED] The Middle English Dictionary.

Oxford Dictionary of Saints.

[OED] The Oxford English Dictionary.

[Zoega] Zoëga, Geir, A Concise Dictionary of Old Icelandic.

Online Resources

All resources found at <http://heraldry.sca.org>.

All reports found in the Academy of Saint Gabriel Report Archive, [<http://www.panix.com/~gabriel/public-bin/archive.cgi>]

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Appendix F: Some LoAR Precedents on Documentation Summaries

From Pelican: On Summarizing Name Documentation

From the September 2004 LoAR cover letter

[<http://sca.org/heraldry/loar/2000/04/00-04cl.html>]

I and many other members of the College of Arms spend an inordinate amount of and energy chiding folks for inadequate summarization of documentation. I assume that these lacks are due to not knowing how to summarize documentation. Therefore, here are some thoughts and guidelines for summarizing documentation on a Letter of Intent.

First, what is the purpose of documentation and what should a summarization of documentation include? The purpose of documentation is to show the following:

- that all elements of a name and all spellings used are found before 1650 (or are specifically allowed by the Rules for Submission or Laurel precedent)
- the specific language or culture where each name element/spelling is found
- Demonstrate that the entire name, as well as each name phrase, is constructed properly and that the grammar of each element is correct.

Good summarization pulls out the main points of the documentation and shows how they support the items listed above. It also provides a roadmap that others can use to find, double-check, and evaluate documentation.

Always name your sources. Always cite information so it is easy for others to find.

Bibliographical information is very important to our name game. Because none of us actually live in the middle ages, we must rely on written information to document our submissions. Sometimes we use documents found in period, sometimes we use dictionaries that include dated forms of words and names, and sometimes we use books and journals about historical subjects. Every letter of intent and letter of comment should include some form of bibliography. This can be a list of all works cited in a letter included at the end of the letter, a list of all works cited for an item at the end of each item, or information about a work as you cite it in the course of your letter. Whichever way you choose is acceptable.

Bibliographical information should include the following:

- For books, note the name of the book, the author and/or translator, and, for works with multiple editions, the edition number. Other information, such as publisher, or year published, or ISBN can be useful, but is not crucial for our purposes.
- For print articles, note the name of the article, the author, the journal in which the article appeared, and the date of publication.
- For Web pages, note the name of the article, the author (if that information is available), and the URL.
- For Academy of Saint Gabriel letters, note that it is a Saint Gabriel letter, the URL, and the client number.

So, once you've named the work where the documentation is found, how do you make it possible to find the particular bit used as documentation? For works in dictionary format, include the head word, for example, "This name is found in Black, *Surnames of Scotland* s.n. *Lucasson*." For other books, include the page number; for books with double columns, include the column number as well. For Web articles, include headwords if the article uses them, or list the particular section if the article is divided into sections.

Be specific. Include examples. Include dates. Associate dates and spellings appropriately.

If the documentation shows the exact form of the name submitted, say so. If there is a date or multiple dates associated with the exact spelling, say so. If the spelling is a header form, say so.

Sometimes you are showing that a constructed name follows a period pattern or that a spelling follows a pattern found in period forms of a name. In this case, include all of the names used to form the pattern and include their associated dates. Note that one example is **NOT** a pattern. My preference (although this is not a requirement) is for at least three examples of any given pattern.

Sometimes the context in which the name appears matters; sometimes context can show the grammatical case of a name, how it's being used, and whether the name is allegorical or a name used by humans in period. In these cases, it is useful to include a short quote from the documentation showing the name, or the pattern, in question. When citing Laurel precedent, include a quote of the most recent confirmation of the precedent or the most descriptive version.

Translations of documentation are also important - make sure to include a translation of any quote included in your documentation. It doesn't have to be a good translation (although good translations are appreciated), but it does need to be there. The Babbelfish website, http://www.babbelfish.com/babbelfish/language_webt.htm, can often give enough of a sense of a non-English language that you can use it for your summarization (although it is not a good tool for primary documentation of non-English words and phrases).

I hope this article proves useful to submissions heralds with questions about what is expected when summarizing documentation. Remember, you are not alone out there. If you need help, ask. I am always happy to answer questions about summarizing documentation, as are most members of the College of Arms. There are many online resources and mailing lists where questions about documentation and summarization can be answered. Good luck, and good writing!

From Pelican: What information makes a good bibliographical citation?

From the October 2005 LoAR cover letter

[\[http://www.sca.org/heraldry/loar/2005/10/05-10cl.html\]](http://www.sca.org/heraldry/loar/2005/10/05-10cl.html)

The topic of what bibliographical information needs to be included with a submission and in the summarization came up several times on this month's letter. What is appropriate bibliographical information? In short, it is sufficient information for a person unfamiliar with the work in question to be able to find it in a library or order it from a bookseller. For books, this is the name of the book, edition, and author. For works with multiple editions, the year of printing may be substituted for the edition number. For websites, this is the name of the website, the author (if that information is available), and the URL.

Why is bibliographical information important? It is important because it allows the commenters to double-check the work done by the submitter and the submissions herald -- this can only help a submission. It also allows everyone who reads the Lols, from the random web surfer who just happens across on online Lol to the senior commenter, to learn more about interesting and useful sources of information and to follow the line of reasoning for each submission--this helps the college in educating new heralds and keeping old heralds up-to-date on new findings. Finally, it is important because it is the ethical and mannerly thing to do to properly credit other's research and work when you use it in your own work -- and courtesy, especially scholarly courtesy, is important as an end in itself.

Suggested additional articles:

- ***Sample Letter of Intent Summaries for Academy of Saint Gabriel Reports:***
[\[http://www.s-gabriel.org/faq/samplesummary.html\]](http://www.s-gabriel.org/faq/samplesummary.html)
- ***How to Document a Name (to within an inch of its life)***
by Tangwystyl verch Morgant Glasvryn (Heather Rose Jones)
[\[http://heatherrosejones.com/names/documentation.html\]](http://heatherrosejones.com/names/documentation.html)

Laurel Says: The Saker Herald's Charter via Gold Falcon

by Gotfrid von Schwaben

with items extracted from the Laurel Administrative Handbook

[<http://heraldry.sca.org/laurel/admin.html>]

and the Calontir Herald's Handbook

[<http://www.modaruniversity.org/heraldry/Calontir-Heralds-Handbook-3rd-edition.pdf>]

This section essentially addresses the job description, the charter by which the Saker Herald office operates, and the responsibilities/authority which govern the position. It is intended to serve as both an informative resource for those with minimal prior knowledge about the office and as a gentle refresher of the duties and responsibilities for those of us who've accepted the office. Along with that, I'd also like to share a few things I've picked up along the way.

As I look back over the years to when I was a newly minted herald-type complete with all sorts of shiny attached to my eyes, I realize in addition to all the valuable instruction, good advice, and excellent mentorship I've had, there stands out two platinum nuggets of knowledge which greatly shaped my perspective and attitude towards any heraldic office I have held along the way. I would like to pass those morsels to you, the reader, to digest and perchance find as much usefulness therein as I have had.

The first came at the hands of Gold Falcon at a CalonCon not long after I had just stepped into the office of our Shire's Pursuivant. There at the herald's meeting, he stated of all the offices in which a person can serve, the Herald's (or Pursuivant's) office is the **only** position to whom a gentle within the SCA pays a fee in order to have a specific service fulfilled; that of assisting research and documentation, and ultimately the processing and registration of names and armoury for use within the SCA. As a result, it stands to reason the gentles paying for this service expect and deserve our best efforts and open candor in return. As such, it behooves us to regard that person as our clientele. We should also educate the client, but **never** force that education down their throat. While greater degrees of authenticity are very desirable, adherence to the RfS is **mandatory**. If we don't know the information they request, admit it openly and seek out the answers ourselves or direct the question to a resource, be it literary or human, for that information.

This brings me to the second, which was passed along from my mentor and heraldic teacher. The client is less desirous of knowing where exactly the answer or information came, and in reality cares more about the accuracy and stated timeframe expectation of obtaining the information or answer. To that end, it is by far better to know where the most accurate information can be found and look up the correct answer, rather than pass off misinformation which could ultimately cause the client undue frustration. One thing I always try to do, especially if I answer a client's question from memory in the interest of expediency, is to let the person know I will confirm or correct the answer I have given them thus and then follow up accordingly. It is equally helpful when responding to questions from memory on various lists to acknowledge up front your answer may contain a degree of inaccuracy (unless you're quoting the answer you just looked up 10 minutes ago). There have been times when I have inadvertently forgotten this last tidbit. I can vouch for the nearly immediate and painful reminder that occurs when this bites you in the backside. All I can say at that point is own it, dust off your pride, and get back in the saddle. The returns at the end of the day when I've seen and know I've been able to help clients successfully register names and devices make up for all the dusty britches!

From the Calontir Herald's Handbook, (3rd ed)

[with some minor revisions and addition of phonetics for those unfamiliar with the names]

Saker Herald: Submissions Deputy to Gold Falcon Principal Herald

Herald in charge of the kingdom submissions process; publishes letters of intent; collects and disburses funds associated with heraldic registration; maintains kingdom archives of submitted & registered names, devices, and badges; arranges for consulting heralds for Lilies War and other Crown events on an "as required" basis. These duties may be performed by this herald or a member of their staff.



Did You Know?

Saker ['sā-kər]: a grayish-brown Old World falcon (*Falco cherrug*) that is used in falconry. Middle English *sacre*, from Anglo-French, from Arabic *ṣaqr*. First Known Use: 15th century (Merriam-Webster Dictionary Online)

...The hawks in each of these three categories display different traits because of adaptation to their hunting environments and prey. Longwings are falcons, such as the peregrine, the saker, and the gyrfalcon. They mainly hunt other birds in flight. Because their pursuit of quarry can take them over considerable distances, longwings are flown over open terrain, such as desert. (In *Encyclopædia Britannica*. Retrieved from <http://www.britannica.com/EBchecked/topic/709933/saker>)

Eyas Herald: Deputy in Training to Succeed Saker Herald

Herald training in the intricacies of the kingdom submissions office. This position is designated to step into the submission herald position once the Saker Herald completes their term or if the Saker Herald has to step down unexpectedly. This position is selected by the Gold Falcon Principal Herald with input from the Saker Herald.



Did You Know?

Eyas ['ī-əs]: an unfledged bird; specifically: a nestling hawk. Middle English, alteration (by incorrect division of a *neias*) of *neias*, from Anglo-French *niais* taken in the nest, from Vulgar Latin **nidax* nestling, from Latin *nidus* nest. First Known Use: 15th century (Merriam-Webster Dictionary Online)

Falconry has its own language, much of which is universal. A young hawk taken from a nest in the wild or bred in captivity is known as an eyas. A hawk trapped during its first year in the wild is called a passager, and a hawk trapped in its adult plumage is termed a haggard. The female peregrine falcon is properly called a falcon, and the male—which, in common with most species of raptors, is smaller than the female—is known as a tiercel. Indoor housing for hawks is called a mews. (In *Encyclopædia Britannica*. Retrieved from <http://www.britannica.com/EBchecked/topic/200711/falconry>)

From the Laurel Administrative Handbook

[Emphasis and highlights added for quick scanning of important items.]

IV. General Procedures for Submissions

These procedures apply to all submissions involving registerable items, including resubmissions, appeals, requests for change, etc.

A. Responsibility for Procedural Requirements - The **submitter bears the primary responsibility for meeting procedural requirements**, but can and should be advised by heraldic officers at the local level and above.

B. Kingdom of Residence - Submissions must be made through the appropriate heraldic officers as defined by the kingdom of which the submitter is a subject according to Corpora and Board policy. **A submission already in process above the local level when a submitter leaves a kingdom will continue**

to be processed by the kingdom of origin until it is registered by Laurel or returned. In this case any resubmissions must be made through the submitter's new kingdom. Any resubmission should be processed and fees collected following the standards of the current kingdom of residence as if the first submission had been taken through that kingdom.

C. Completed Paperwork - No submission, including any resubmission, appeal, change or release of a protected item, etc., shall be considered for registration until a complete set of paperwork is provided to the appropriate heraldic officer. The numbers of sets of paperwork and the detailed format of the forms are governed by kingdom policy. However, completed paperwork must include all of the following materials relevant to the submission in question.

1. Submission Forms - All submissions must be on the forms currently approved by Laurel.

Appropriate forms must be included for all submissions, including appeals, resubmissions, name changes, etc. Forms are not required for administrative actions, such as transfers, releases, and heraldic wills.

A minimum of two sets of name forms is required for all name submissions, one for the Laurel Office and the other to be maintained in kingdom files. A minimum of three sets of colored armory forms is required for all armory: two for the Laurel Office and the other to be maintained in kingdom files. The preferred medium for colored armory sets is watercolor markers in primary colors such as Crayola Classic Markers. Pastel or neon colors are inappropriate for colored armory forms. However the forms are colored, the submission may be returned if the tinctures are not recognizably heraldic tinctures.

All submissions must include the following items:

- a. The submitter's Society Name prominently displayed on the submission forms for both names and armory. The Society Name as currently registered (or as intended to be registered if no Society Name currently exists) should appear on the first line to be filled in order to facilitate filing by Society Name.
- b. The submitter's common use name and complete mailing address must appear on forms for both names and armory.
- c. The submitter's branch affiliation, if one exists, must be included to facilitate formation of a holding name, if necessary.
- d. The emblazon of any armory must be depicted in a size adequate for complete rendition of details of the armory and for equitable application of the "across the field test." This means that the field for an escutcheon should be approximately six inches in height and five inches wide at its widest point, while with the field (or area) for badges should be approximately four and a half inches across.
- e. If names are changed by kingdom, the forms must be changed to match the name submitted on the letter of intent. Kingdoms are encouraged to add the submitted blazons on the forms as well. However, kingdoms should not remove or black out information that the submitter has given (original spellings of names and blazons of armory). Drawing a single line through an original blazon or name is acceptable so long as the original information can still be read and understood.

2. Documentation - Documenting evidence must be included for all name elements, constructions, and patterns, as well as any non-standard armorial elements or practices. Such documentation must include references to specific pages and/or entries in the source material. Citations must be sufficiently complete to allow identification of the source and its usefulness, which generally includes author, title, and publication information (for print sources) or URL (for online sources). Except for documentation from items in Appendix H (the No-Photocopy List), such documentation must include copies of cited source material. While the kingdom college and College of Arms may assist with research and documentation, the submitter bears responsibility for providing documentation for all submissions.

Documentation must also be presented for any elements allowed under the mundane name allowance or by mundane relationship under the grandfather clause.

3. Permission to Conflict - If permission to conflict has been granted, a written statement of permission must be included, signed by the owner of the registered conflicting item with both Society Name and name used outside the Society. (See Appendix D for a standard form for granting permission to conflict.) The **physical signature (or a facsimile thereof) of the owner is required; electronic permission does not remove this requirement.** If a blanket permission to conflict exists, reference to this must be included on the letter of intent. In no case will permission to conflict be granted to identical submissions.

For **branches with a ruling noble**, permission to conflict should be signed by the ruling nobles in consultation with the seneschal and the herald; for **branches without a ruling noble**, permission may be granted by the seneschal in consultation with the herald. In either case, consultation with a larger group of members is encouraged, but does not need to be documented with a petition of support.

4. Proof of Entitlement - If a submission involves an item reserved by Society convention to those of certain rank or occupation (e.g., a coronet) or an augmentation, evidence of the submitter's right to use the reserved charge or augmentation must be provided. Where a registered item involving a reserved charge or augmentation is transferred, evidence must be provided of the recipient's entitlement to use of the charge or augmentation. **Normally a statement by the kingdom submissions herald giving the date of earning that rank or augmentation is sufficient.**

5. Evidence of Support - Submissions involving the branch name or arms of an active branch must include evidence of support for the action on the part of a majority of the active members of the branch. In the case of **branches with no ruling noble**, this support may be demonstrated by a petition of a majority of the populace and officers or by a petition of the seneschal and at least three-quarters of the other local officers. In the case of **branches with ruling nobles**, a statement of support from all of the ruling nobles is required in addition to the petition. A valid petition **must include a clear description of the item submitted; either the blazon or emblazon is sufficient for a petition regarding branch arms, though both are preferable.** If the petition contains multiple pages, the branch name (for a name petition) or blazon or emblazon (for device petition) must appear on all pages. If a submission would result in the registration or modification of the Branch Name or Branch Arms of a kingdom, principality or equivalent branch, support must be demonstrated by the results of a poll conducted in the relevant official newsletter and certified by the seneschal of the appropriate branch. **Petitions and poll reports must include dates, as they must demonstrate current support for the submission.**

Branch badges, order or award names, and other Branch names (such as names for guilds, herald's titles, etc.) do not require evidence of support at the Laurel level. Kingdom may require it if they so desire, for their internal procedures.

6. Support for Transfer - **Any submission involving the transfer of a registered item from one individual or branch to another must include both a statement from the owner authorizing the transfer and a statement from the recipient accepting the transferred material.** This shall apply not only to materials transferred during the life of the owner but also to items covered under a Heraldic Will (see IV.G below). The physical signatures (or a facsimile thereof) of the owner and recipient are required.

For **branches with a ruling noble**, a statement of transfer must be signed by the ruling nobles, in consultation with the seneschal and the herald; for **branches without a ruling noble**, a transfer must be signed by the seneschal, in consultation with the herald. **In either case, the physical signatures (or a facsimile thereof) of the owner and recipient are required.** Consultation with a larger group of members is encouraged, but does not need to be documented with a petition of support.

7. Instructions for Disposition of Changed Items - If the submission involves a change of name or armory, the forms should include specific instructions for the disposition of the changed items. If no instructions are included on the forms, the old name or armory will be automatically released when the change is approved.

D. Payment of Fees - No submission shall be considered for registration until all fees associated with the submission have been paid. Such fees are set by kingdom law and policy as required to cover the costs of processing submissions. However, no fee may be charged for appeals, submission of alternate forms for standard titles or designations, proposed protection for mundane items, corrections of spelling or blazon, filing of heraldic wills, blanket letters of permission to conflict, release of items, or transfer of items from one owner to another (including those which execute a heraldic will). Likewise no fees may be charged for resubmissions or changes of holding name when they are made within a year of the most recent notification of return. The Laurel Office currently charges no fee for resubmissions. Kingdoms may charge appropriate fees for resubmissions not made in a timely manner after appropriate advance notification of this policy in the kingdom newsletter or by individual letters to submitters.

E. Right of Appeal - A submitter shall have the right to appeal any return to Laurel; to be treated as an appeal, the submission must be identical to the returned submission. All appeals should be supported by new documentation, other proof that the original submission was returned in error or compelling evidence that the submission was not properly considered at the time of return. Appeals must be submitted through the appropriate heraldic officers specified for such actions by the submitter's kingdom of residence. Such officers must forward the appeal in a timely manner, with or without recommendation, to Laurel. Neither local nor kingdom heraldic officers may return appeals. If Laurel rules against the appeal, a second appeal may be made directly to the Board of Directors. Any substantial change to the submission requires it to be treated as a resubmission rather than an appeal (both for purposes of required fees and for purposes of forwarding policies).

F. Request for Reconsideration - A submitter may request reconsideration of changes made as a result of a request for authenticity or for registerability in a name submission. All requests must either: (a) be supported by new documentation supporting the original name as complying with the requested authenticity or registerability standards, (b) submit a request that the name be changed to a form based on information provided in Laurel's (or the kingdom's) decision, or (c) include a request that the original name be considered with no request for authenticity. Such reconsideration may be considered with the standards in effect at the time of the request. Requests for reconsideration must be submitted through the appropriate heraldic officers specified for such actions by the submitter's kingdom of residence. Such officers must forward the request in a timely manner, with or without recommendations, to Laurel. Requests for Reconsideration will be considered "resubmissions" for the purposes of section IV.D, Payment of Fees.

G. Heraldic Wills - The owner of any registered item may execute a heraldic will, which is a statement of transfer that specifically transfers registered items to another at the owner's death. (See Appendix D for a standard form for a heraldic will.)

1. Any person may designate a heraldic heir. The heraldic will must bear the Society and legal name of the owner, be signed by the legal name of the owner, adequately describe the item(s) being transferred by the heraldic will, and adequately identify, to include both the legal and Society (where appropriate) name of the person who is authorized to accept transfer of the item(s). The owner need not transfer all registered armory or registered names to a single recipient upon the owner's death, but may allocate names, arms and badges to different persons.
2. The heraldic will may be filed during the lifetime of the owner, in which case the owner sends a copy of the will to the principal herald and to the Laurel Sovereign of Arms; or after the death of the owner, in which case the "heraldic heir" must include the original or a certified copy of the heraldic will with the transfer submission. In either case, the submission must be included in a letter of intent. If the heraldic will is registered with Laurel before death, it may be altered at any point up to the owner's death by executing a new heraldic will.

3. Upon the actual death of the owner, the designated heir may ask for a transfer of the item(s) willed to that designated heir. The submission is handled as any other transfer, except that instead of the letter extending the transfer and accepting the transfer, the submitter notes the existence of the heraldic will and the death of the prior owner.

The new submitter must establish personal entitlement to use any restricted or reserved element contained in any armory transferred.

4. If, upon the death of the owner of registered items in the Society, no heraldic will has been located, then the Personal Representative/Executor or the residual property heirs of the owner under the laws of the state of the owner's death have the right to give permission to conflict, release the items, or transfer the items as these heirs deem appropriate.

5. If a heraldic will is registered with Laurel Sovereign, the person designated as heir may register a cadenced version of the armory without needing to obtain further letters of permission to conflict from the owner. If the owner changes the heraldic will, the new heir may also register a cadenced version, but may be obligated to obtain permission to conflict from the former designated heir just as they would from any other person with conflicting armory.

6. If more than one person designates the same person as heraldic heir to their devices, the heir may display, but not register, these devices quartered and differenced.

V. Kingdom Processing of Submissions

A. Timeliness - The timely processing of submissions by each kingdom is required by Corpora.

1. Timeliness of Processing - The Principal Herald of each kingdom, either directly or through a designated deputy, shall process submissions in a timely manner and distribute a letter of intent through OSCAR at least once every other month. Issuance of letters of intent on a monthly basis is strongly encouraged.

2. Timely Notification of Submitters - The Principal Herald, either directly or through designated deputies, shall ensure notification of registration by the College of Arms or of return at any level must be made in writing to the individual submitter in a timely manner. Email notification is acceptable, so long as appropriate records are maintained with the submitter's paperwork and paper notification is used where email fails. Public postings (on websites, in newsletters, and the like) do not meet this requirement, although they are encouraged for public relations purposes. Submitters are expected to provide kingdoms with updated contact information; if the kingdom has made attempts to contact the submitter directly through e-mail and paper notification to the last address known to the kingdom and have contacted the branch herald (or seneschal, if there is no herald) of the branch listed on the form, they have carried out their duty as defined in this section whether or not the submitter receives the notification.

B. Preparation of Letters of Intent - Letters of intent which do not meet the following requirements may be deemed invalid. Invalid letters will not be scheduled for consideration and do not meet the requirements for timeliness.

1. Authorized Preparer - All letters of intent from a given kingdom must be issued by the Principal Herald or a single designated deputy. Prior written notice must be provided to the Laurel Office for any change of authorized preparer. On a case-by-case basis, with written approval by both the Kingdom Herald and Laurel, Principalities may produce their own external letters of intent.

2. Prescribed Format - Certain minimum formatting requirements are prescribed for letters of intent. Variant formats which meet these requirements do not require authorization from the Laurel Office.

a. Organization of the Letter of Intent - The relevant fields in OSCAR must be filled out completely. Correct entry of items into OSCAR should create an appropriately alphabetized and numbered letter of intent; if there is a discrepancy, please contact the OSCAR webmaster.

b. Filing Name - In OSCAR, the "Filing Name" is the name under which the submission, if registered, will be recorded. For a **new Primary Society Name** or a **change of Primary Society Name**, the Filing Name is that new Primary Society Name. For **alternate names**, the already registered Primary Society Name is the Filing Name, unless a new Primary Society Name appears on the same letter (in which case it is the Filing Name).

c. Appropriate Labeling - Each item shall be appropriately labeled as to its type (Primary Society Name, Badge, etc.) and submission status (new, resubmission, appeal, etc.).

Submission status shall be determined solely by the existence of prior actions at Laurel level. Even if a submission has been considered on several occasions within a kingdom, it is a new submission if it has not previously been considered by the College of Arms. If the correct submission status is not available for selection in OSCAR, "Other" should be selected, the submission status explained in the text, and the OSCAR Webmaster contacted.

d. Summary of Supporting Evidence - A **summary of all supporting evidence provided for the submission must be included on the letter of intent.** Such evidence includes documentation, permissions to conflict, proofs for entitlement, statements of support for transferred items, and evidence for support in the case of branch submissions. **In the case of resubmissions or appeals**, a history of previous submissions to the College of Arms, including the dates and grounds for previous returns must be included; including the full text of relevant previous returns is highly recommended. The letter should include specific references for all supporting documentation (URLs, headings, page numbers). **Omission of any part of this summary of documentation may make registration impossible and is grounds for return.**

e. Emblazon - An accurate representation of each piece of submitted armory shall be included on the letter of intent. Such emblazons must be clear enough that all elements of the design may be clearly distinguished in the OSCAR-generated miniature. Submissions heralds are encouraged to use full-size scans of the emblazons, so that enlarged details may be examined by the entire College of Arms. **Both the black-and-white and colored emblazons must be included in OSCAR.** The colored copy must be a scan of the original; **altering the scan in ways that change the appearance of the submission (through an image editing program, for example) is grounds for return.** If there are discrepancies between the original and the scan, please note them in the summary.

f. Timing of Letters of Intent - **Dating is determined by the date in which a letter is finalized in OSCAR.** In general, a letter dated on the first of the month will be treated as a letter from the previous month for purposes of assigning it to a Laurel decision meeting.

g. Correction of Errors - A designated preparer of a letter of intent may correct errors in a submission after a letter of intent is finalized by clicking on the link labelled "CORRECT" after the submission. **Corrections should only be made when information necessary for the College of Arms to provide adequate commentary or for the item to be ruled upon is missing or incorrect; otherwise, changes should not be made.** If a significant period of time elapses between the letter of intent and the correction, the corrected submissions may be pended until a later meeting.

C. Preparation of Submission Packets - Submission packets containing appropriate paperwork for all items included on a letter of intent must be forwarded to the Laurel Office in a timely manner (postmarked no later than the end of the month after the date of the letter of intent: the packet for a January letter must be postmarked by the end of February). **Packets for letters of intent which do not meet all the following requirements may be deemed invalid.** Invalid packets will not be scheduled for consideration and do not meet the requirements for timeliness.

1. Letter of Intent - **Submission to OSCAR of a letter of intent is sufficient notification to the Laurel office.** A copy may be included with the packet, but one is not required.

2. Full Paperwork - **A complete set of paperwork as defined in IV.C above must be included for each submission**, including any resubmission, appeal, change or release of a protected item, etc.

Originals or photocopies of all supporting documentation should be included with the forms for each submission.

3. Agreement of Paperwork - The letter of intent and all associated paperwork must agree in their arrangement and contents. Paperwork should be alphabetized in the packet in the same manner in which it was arranged in the letter of intent with all paperwork involving a single numbered item together in the packet. The names or blazons on the forms should precisely match those shown on the letter of intent; however, the submitter's original name and blazon (if any) must remain readable. Submissions for name elements only should not show any armory on the accompanying forms.

4. Payment of Laurel Office Fees - Before a packet can be considered valid, the Laurel office must receive a check or money order covering the processing fees for each submission element presented to the Laurel Office which requires a fee (see the section on Payment of Fees above). Checks should be made out to the SOCIETY FOR CREATIVE ANACHRONISM COLLEGE OF ARMS. (Note: This fee is currently three dollars per element for all submissions, including official submissions at kingdom level and below.) Alternate arrangements for payment may be made if this is an undue burden (as for kingdoms outside the United States).

VI. Requests for Correction and Change of Registered Items

A. Blazon and Spelling Corrections may be requested if an error derives from a typographical error or omission in a Letter of Acceptances and Returns and/or the Armorial and Ordinary.

1. Corrections to a Letter of Acceptances and Returns must be requested in writing to Laurel. The request must clearly indicate the specific error or omission and the letter of acceptances and returns on which the error occurred. Requests for correction should not be included on letters of intent or letters of commentary and need not be circulated to the membership of the College of Arms prior to action.

2. Corrections to the Armorial and Ordinary not involving errors in a letter of acceptances and return may be requested in writing to the Morsulus Herald. Requests for correction should not be included on letters of intent or letters of comment and need not be circulated to the membership of the College of Arms prior to action.

B. Blazon and Spelling Changes must be reviewed by the College of Arms if the error derives from an error on a Letter of Intent. Such changes should be included on a Letter of Intent for the consideration of the College of Arms just as if the submitter were requesting a specific change to the name or armory.

A Look at the Submission Process

by **Modar Neznanich, Volk Herald**

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While no one is required to register their name and device, most people feel that it is courteous to do so. By recording the information in the official SCA Armorial and Ordinary listings, it helps to reduce the chances of confusion or offense caused by inappropriate names and armory, and will hopefully prevent others from using the same name and device as you. In some kingdoms, members are restricted from receiving scrolls for awards or fighting in Crown Tourney unless they have registered a name and/or device.

The SCA has organized a registration service through which members may submit their proposed names and armory for registration, and when approved, be officially recorded. This service structure is known as the College of Arms (CoA).

There is a small submission fee for this service. This information is date sensitive, since prices can and do change, it can be difficult to quote costs in an article and keep it timely. Always check with your local or kingdom herald to verify the amount of submission fees. Currently in Calontir the fee is **\$9 per element**. Each of these is a separate element: a name, a device, a badge.

Following is how the submission process currently works in Calontir. This process varies in other kingdoms.

Local Level

A member of the populace, working with their local herald, determines a name and/or heraldic design they would like to register.

Appropriate submission forms are filled out, copied and prepared as needed. The local herald can assist in the preparation of these forms. Currently the Herald's Office in Calontir requests that submitters make the following number of completed copies of the submission forms:

If submitting armory (heraldic device or badge):

- ✓ Five (5) colored armory forms
- ✓ Three (3) line-drawing only [non-colored] armory forms

If submitting a name:

- ✓ Four (4) name forms

Out of these, the submitter should keep one copy of each form (including an uncolored line copy of armory) plus a copy of any documentation for themselves. Thus if anything should happen to the submission, they do not have to start from scratch.

After the forms are completed, the following is turned in to the local herald:

- **The submission forms.** The local herald will keep one copy of each and the rest of the copies (three color device forms, one line-only device form and two name forms) will be sent to the Kingdom Submission Herald for their use.
- **Three (3) copies of any needed documentation.** The local herald will keep one copy of each and send the rest of the copies to the Kingdom Submission Herald
- **Submission Fee.** Funds (preferably a check made out to the local group) in the appropriate amount to cover the submission costs of what is being submitted.

NOTE TO SUBMITTERS: Ask the local herald for a receipt of payment. (This way if there is a need for resubmission, or records get lost, etc. then you have proof of what you have paid.)

The local group-herald's office gets to keep \$2 (per element) of the submission fee to cover the cost of photocopies, postage, etc. The rest of the fee will be sent on to the Kingdom Submission Herald's office.

The **local herald** will then turn your check over to the local exchequer and then have the exchequer fill out a **Group Fund Transfer Sheet** and write a group check to the Kingdom office in the appropriate amount. This amount will depend on how many submissions are being sent in at the same time, because the group can write one check to cover all the submissions they are sending in at this specific time. It could be one submission or several. The group's cost-rate is \$7 per element. Checks from local groups to the Kingdom office are made out to: **SCA, Inc - Kingdom of Calontir/Heralds**

The local herald will keep the following in the local files, sending the rest on to the Kingdom Office:

- ✓ One set of your submission forms
- ✓ One copy of any documentation
- ✓ A record of payment

Note that the reason a local group should keep an uncolored line-drawing version of device submissions on file is that it is useful if a scribe or other artisan needs to get a copy of a device to make a scroll or other item. Copies made from colored forms can be difficult to work with. It is also nice to have a "back-up" copy, just in case something happens to a submission.

Sidenote:

It is possible to submit directly to the Kingdom Office. The Calontir Herald's Office would prefer that you go through your local office whenever possible. However, with the current ruling by the SCA Board of Directors that groups below the status of Barony are not required to have a local herald, some groups do not have a herald and hence members of those group's populace must submit directly to the Kingdom Office. Additionally, the Kingdom Heraldic Submissions Officer and/or their staff may run a consulting table at an event or war, where they will take submissions directly. **Not all consulting tables will be able to accept submissions.**

If you are submitting directly to the Kingdom Office, make checks to pay for the submission fee out to: **SCA, Inc - Kingdom of Calontir/Heralds**

When submitting directly to the Kingdom Office, the Kingdom Office gets to keep the \$2 normally taken by the local office. The fee to the submitter remains **\$9 per element**.

Be sure that you include the correct number of copies needed by the Kingdom Office.

- ✓ **For devices: three color device forms, one line-only device form.**
- ✓ **For names: two name forms and two copies of any name documentation.**

Kingdom Level

The Kingdom Office (Saker Herald) collects all the submissions received from the local groups. Their job requires them to review all submissions, check for conflicts or other problems and, where possible, add additional documentation to assist in a submission's registration. Because this is a large number of items, the office has a staff of volunteers, knowledgeable in heraldry, who help review the submissions. These staff members are known as Commenters. On a regular basis (ideally once a month - but various factors can cause this to be a once every two months function), the Kingdom Office compiles what is known as an ILol (Internal Letter of Intent). An ILol is a list of all the submissions the Kingdom Office has received since its last ILol and intends to register if possible. It is posted to a website for the staff of commenters within the Kingdom to review. Hence, it's name, Internal Letter of Intent. The commenters have about 1 month to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Kingdom Office. At the end of this month, when the Kingdom Office has received all commentary from the commenters, the submissions are reviewed. Submissions with problems are noted and a letter explaining the problem is sent to the local office or individual that originated the submission. The submissions that are accepted as ready to send on, are prepared into a packet of forms to be sent to the Society Office and a listing known as an ELol (External Letter of Intent) or just Lol (Letter of Intent) that lists the submissions the kingdom is sending to be registered if possible,

is created. The packet of forms and a copy of the ELoI are sent to the Society Herald's Office. An electronic copy of the ELoI is posted to the SCA Herald's webpage known as OSCAR (Online System for Commentary and Response). The Herald Offices of the other kingdoms, plus those the Laurel-Sovereign-of-Arms has designated as staff and commenters will review the ELoI.

Of the submissions that were sent in, the Kingdom Office will keep part of the forms it receives in the Kingdom files, sending the rest on to the Society Office. Kept are one set of the submission forms and one copy of any documentation.

The Kingdom Office gets to keep a portion of the submission fee to cover their cost of photocopies, postage, etc., and the rest is sent to the Society Office, when the submission is sent on. If the device is returned at Kingdom level, the money stays at Kingdom level until the resubmission is sent in. It is then sent on with the resubmission. This is why you do not pay for a resubmission, **if the resubmission is made within one year of notices being sent out about the submission return.**

Society Level

The Society Office (also known as the Laurel Office) collects all the submissions received from the Kingdoms. These submissions will be reviewed further, checked for any missed conflicts or other problems and, where possible, additional documentation will be located to allow the submission to be registered. Because there are a tremendously large number of items, the office has a staff of volunteers and a wide number of commenters, very knowledgeable in heraldry, who help review the submissions. These staff members and commenters, with the Laurel Officers, make up the SCA College of Arms. On a monthly basis the Laurel Office compiles the submissions (from the Letters of Intent of the various kingdoms) and lets the Society staff and commenters know which letters will be decided on during a particular Laurel Decision Meeting. The staff and commenters have 2 months to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Laurel Office. This much time is needed because of the number of submissions that are reviewed. At the end of 2 months, when the Laurel Office has received information from the staff, the submissions are reviewed. Submissions with problems are noted and a letter explaining the problem is sent to the Kingdom Office, which in turn sends a letter explaining to the local office or individual that originated the submission. Submissions which are accepted as free of conflicts and problems are registered and recorded in the official SCA Armorial and Ordinary listings. A letter is sent notifying the Kingdom Office which names and armory have been registered. These letters of notification both for accepted and returned submissions are called LoARs (Letters of Acceptance and Return). Kingdom Offices, upon receiving these LoARs, in turn notify the local offices. Because of the size of these letters, plus the need for them to be carefully proofread... it can take one to three months for them to be completed. The archive of LoARs can be found at: <http://heraldry.sca.org/loar/>

Synopsis of Submission Timeframe

Once a submission gets to the Kingdom Office, it usually takes 6-8 weeks for the Kingdom process to be completed. This includes processing the submission into an internal letter, the Kingdom Commenters checking it over and sending their comments to the Kingdom Office, then the submission being prepared into an external letter. Why the wide range of time? The process time is shorter if the submission arrives in time to go out with the current internal letter and the process is a little longer if the submission arrives just after the current internal letter has been sent out.

Once a submission gets to the Society Office, it usually takes 4-5 months for it to go through its checks and balances at that stage. Again, the time is shorter or longer depending on when it arrives at the Laurel Office. If it arrives in time to be placed on the current Laurel Decision Meeting listing, it is sooner; if it arrives just after the listing, it will take placed on the next listing.

After the Laurel Decision Meeting on a particular Letter of Intent, it can then take 4-12 weeks for the results to be prepared and sent to the Kingdoms. Why so long? With 19 Kingdoms sending in

submissions, this results in several hundred devices being decided on each month. It takes time to prepare the letter of results, have it checked for any errors, then produced.

So how long should it take for your submission to be processed? It depends.

If everything goes exactly right at every stage, it can be done in six and a half months.

If it just misses all the stages in the process, it can take about 10 to 12 months.

How good is this? Well, the English College of Arms takes almost 2 years to process a submission, they process only a few dozen devices during that time span and the fee for each device is around \$2,000.00

Argent Snail's Armory Insta-Boing Check List

by Jaelle of Armida

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[<http://heraldry.sca.org/laurel/boing.html>]

This checklist originally appeared as part of a paper in the Proceedings of the Known World Heraldic Symposium held in Tree-Girt-Sea and Rokkehealden, Middle Kingdom, June A.S. XXVIII (1993). Transcribed for the Web by Evan da Collaureo (mka Dave Montuori) 1997.

I. Does the submitter have an SCA name?

You cannot register a piece of armory without a name. The name can be registered or submitted before the armory is submitted, or it can be submitted when the armory is submitted; but there must be a SCA name to attach the armory to.

II. Is the submission dark on dark, or light on light?

This is commonly known as the color on color, metal on metal rule. You cannot put color on color, or metal on metal. For instance, you cannot have a sable (black) charge on an azure (blue) field. However, even items that are not in true heraldic tinctures must follow this rule. For instance a chipmunk "proper" is brown. Brown is dark. Therefore, it must be on a metal (light) field. Caucasians proper are considered metal, and must be on a dark field.

III. Is the submission slot machine?

Armory is "slot machine" when there are three or more different charges in the same charge group. For instance "Or, a bell book and candle sable." is slot machine. "Argent, on a bend between a bell and a book azure, a candle Or." is not, because the candle is on the bend, thus not in the same charge group as the others.

IV. Is it marshalled armory?

Marshalling is a way of showing familial relationships. It was done in the middle ages, but we don't register it in the SCA. Therefore, the following arrangements are not allowed. First: you cannot have a field divided per pale with different charges in each half of the field, if there is a plain line of division. If the per pale line is bumpity, then it is allowed. The same rule holds true for quarterly: Unless the same charge is in each quarter, there needs to be a bumpity line of division. The only exception is in the case of quarterly where quarters that are only a solid metal or color are also acceptable. For instance, "Quarterly sable and argent, in bend two eagles displayed Or.", would not be considered marshalled arms.

V. Does it use a forbidden charge or group of charges?

There are a number of charges that no one can use. They are either presumptuous (claiming a mundane rank), or offensive. Examples of presumptuous charges include: Tudor rose, crowned shamrock, crowned rose. Examples of offensive charges include: the hand of glory, swastika, triskelion gammadion. Note: this list is not all-inclusive.

VI. Does it use a restricted charge that the submitter is not entitled to use?

There are a number of charges that only some people in the SCA can use. To have a crown or coronet on your device you must have been a king, queen, prince or princess or be a court baron or baroness. Only official SCA groups can have laurel wreaths on their devices (and they must have them). Only members of the order of Knighthood can use white belts or closed loops of chain; only members of the order of the Pelican can use a pelican in its piety in their armory. Note: this list is not all-inclusive.

VII. Is the submission too complex?

Our rule of thumb is that if the number of different types of charges plus the number of different tinctures used add up to more than eight, the submission is too complex. For instance, "Per bend sinister ermine and gules, a tiger rampant azure and a horse passant erminois, a bordure purple semy of roundels argent ermined vert.", would be too complex with four different charges (tiger, horse, bend and roundels) and 6 tinctures (argent, sable (the tinctures in the ermine), azure, Or, purple and vert).

VIII. Are the bumpity lines drawn big and bold and butch?

Medieval lines of division were drawn big and bold. Slim and elegant is not period for heraldry. In medieval heraldry charges were drawn to fill the space. Remember, the purpose of heraldry is identification from a distance.

IX. Are the charges drawn in their medieval form?

We register medieval, not modern, heraldry. We use a quill pen, not a fountain pen; a cart, not an automobile. All charges used must be items used in that form prior to the year 1600.

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A Grammar of Blazonry

or Master Bruce's Guide to Excruciatingly Correct Blazon

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<http://heraldry.sca.org/laurel/bruce.html>

Of all the talents needed by a herald of the Society, blazoning a submitter's device is perhaps the one most mysterious to the submitter. Suddenly, the herald seems to be spouting a foreign language, one only remotely resembling English -- and, amazingly, putting into words the picture on the submission form.

A blazon is much more than a simple description of a device, however. To quote Woodward, to blazon a device is to verbally describe it "in heraldic terminology so exactly that anyone acquainted with the language of armory may be able accurately to depict it from its concise description." This is the essence of blazonry: the ability to reconstruct the emblazon. A blazon needs to be, not just correct, but *full* and correct: it is not enough to say just "lion" when the lion is dormant.

In many ways, therefore, blazonry is like a foreign language: it has vocabulary and grammar, both of which contribute to the meaning of a blazon. Just as, in Spanish class, learning all the *-ir* verbs was hard but learning how to conjugate them took only a week, so it is in heraldry. Vocabulary is not something that can be learned from a single article: it takes practice, a willingness to search for new phrases (particularly period phrases), and the ability to learn from mistakes. In this article I will concentrate on the grammar of blazonry, which is the internal logical structure of the blazon.

A standardized form of blazonry began to develop in the 13th Century. Prior to this, blazons were simple descriptions of armory, with few details. Neither was there any particular order to the blazon: for example, while in standard blazonry, the field is mentioned first, in many early blazons the field might be mentioned last.

According to Gerald Brault's Early Blazon, the standardization of blazon had two reasons. Partially it came from the realization that wrong blazons had legal consequences: if a herald were to record in a roll of arms that, e.g., de Montfort's lion is Or instead of argent, then some reader could innocently usurp the *real* arms of de Montfort while thinking he was sufficiently different. (The problem is much more acute in Society heraldry: we have to deal with a great many more armories.)

The main reason for this standardization, however, was simply to make the heralds' job easier. Most working heralds kept rolls of arms in their heads, as it's rather hard to carry an ordinary on the battlefield. They needed some mnemonic system to help them learn and memorize many devices. They employed default postures and placements whenever possible: if an eagle is *always* displayed, that's one less detail to worry about. But along about 1250, medieval heralds developed the idea of the heraldic phrase: this specified the natures of certain charges, lines of division, postures, and placements. The purpose was to have the charges, tinctures, and other such details blazoned "in such an order that there could be no doubt as to their arrangement, in the shield and in relation to one another." (Boutell)

The grammar of blazon used in the SCA follows, with minor variations, the standardized form:

- (1) Field.
- (2) Primary charges.
- (3) Secondary charges immediately around (2).
- (4) Tertiary charges on (2) or (3).
- (5) Peripheral secondary charges.
- (6) Tertiary charges on (5).
- (7) Brisures.
- (8) Augmentations.

Charges are blazoned in the above order; this order reflects the visual importance of each group of charges. Let us expand on these categories:

Field. If the device consists solely of a field, the blazon is simple. If the field is plain, the tincture should be given: *Ermine* (Brittany), or *Gules* (d'Albret).

If the field is parted, the type of division, and any complex lines of partition, must be specified along with the component tinctures. The early forms of English blazon used the phrase "Party per X", where X was one of the

ordinaries -- *Party per fess*, for instance. (Scots blazon still use a similar form.) The word "party" was quickly dropped, as it was intuitively obvious; we would simply use *Per fess*.

This is followed by the complex line, if one is used, and the tinctures follow that. Field treatments (e.g. masoned) are considered part of the tincture, and are blazoned along with it.

In specifying the tinctures used, the chief portion of the field is blazoned first. If both portions of the field are equally "in chief", the dexter portion of the field comes first. Thus in fig.1, the field is divided diagonally (as a bend), the white portion is on top, and the line is embattled; this is blazoned *Per bend embattled argent and sable*. A vertical division has both portions equally in chief, so the dexter portion is blazoned first: then comes the complex line (wavy, this time), and then the fields and their treatment. Thus fig.2 would be blazoned *Per pale wavy argent fretty sable, and sable*.

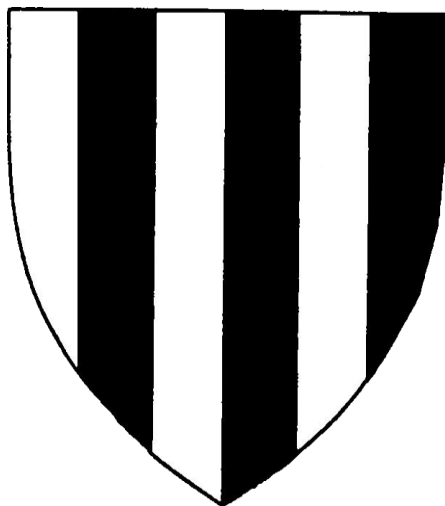


Figure 1
Per bend embattled argent
and sable



Figure 2
Per pale wavy argent fretty
sable, and sable

Most of the simple, two-part field divisions can be multiplied to form multi-part fields. For instance, *Per pale* can be multiplied into *Paly* (fig.3); *Per bend* into *Bendy*; etc. These are blazoned in the same order as their parent forms. Note that they all have an even number of divisions -- usually six or eight, but other numbers can be specified. If there are an odd number of divisions, the design is not blazoned as a field, but as a group of ordinaries -- i.e. in fig.3 we see the distinction between *Paly argent and sable* and *Argent, three palets sable*. The amount of heraldic difference is small-to-negligible, but the distinction is still preserved in the blazon.



Paly argent and sable

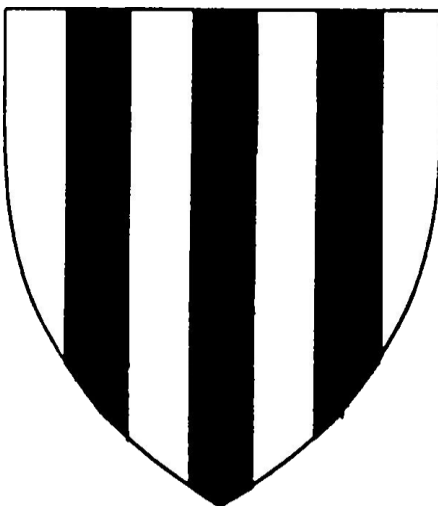
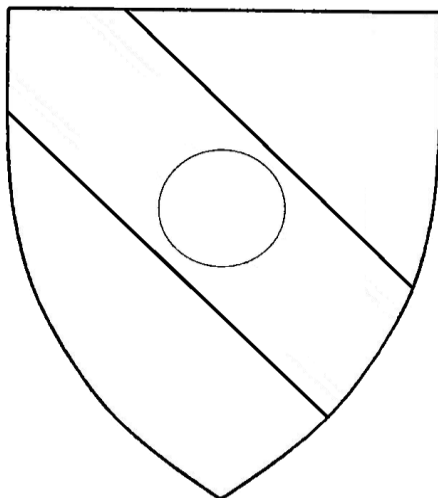


Figure 3 Argent, three palets sable

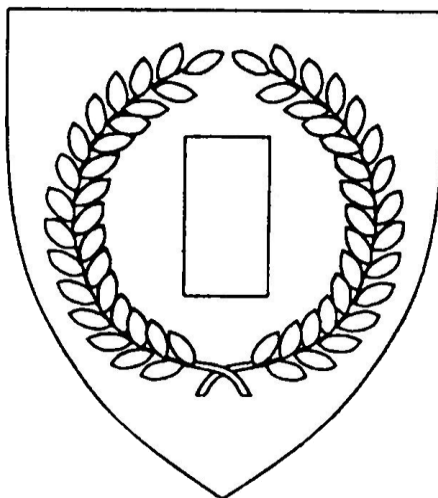
Primary charges. This is the central, visually dominant group of charges. Usually, if there is a central ordinary, it will be the primary charge.

If there are several charges in any one group, they are blazoned in order from the field up; from the center out; from chief to base; and from dexter to sinister -- the first rule that applies to a given device. See fig.4 for examples

of each hierarchy of blazon. (This applies as well to other groups of charges. For instance, in the arms *Or, a bend between a blivet and a hufnagel gules*, the blivet is in chief.)

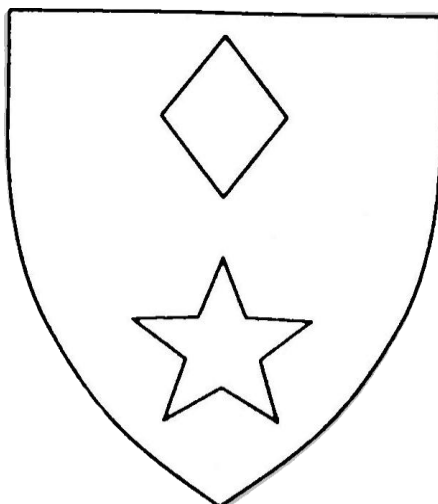


From the field up:
On a bend a rondel

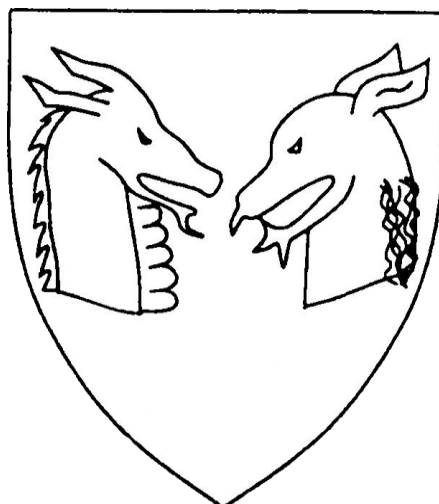


From the center out:
A billet within a laurel
wreath

Figure 4



From chief to base:
In pale a lozenge and a
mullet



From dexter to sinister:
A dragon's head and a
tyger's
head respectant

Secondary and tertiary charges. These are blazoned after the primary charges for historical reasons. In the 12th and 13th Centuries, secondaries and tertiaries were added to a device as a form of cadency. If a blazon were recorded for the main branch of the family, the added charges could simply be appended to the blazon as written. Thus, the arms of Grandison, *Paly argent and azure, a bend gules*, could be easily modified for cadet branches by adding the phrase *and on the bend three eagles Or* (or *three escallops Or*, or *three buckles Or*, depending on the branch of the family).

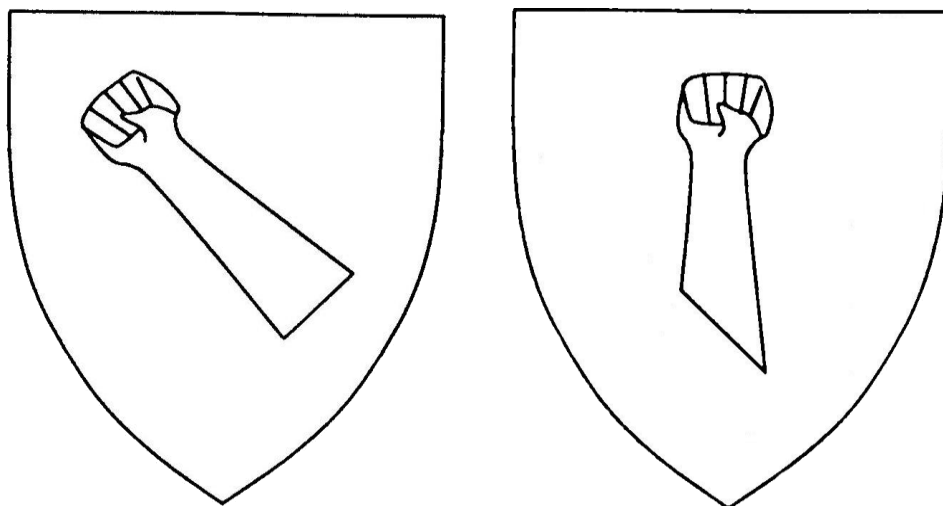
Peripheral secondary charges. This includes the chief, the bordure and the canton, among others. Though ordinaries, they were not first in the blazon, for the same reason given above: they were often additions to the device, and medieval heralds did not have word processors to permit easy amendments to recorded blazons.

If both a bordure and a chief are used, the bordure is blazoned first; the chief then follows the bordure. Cantons are blazoned last of all. If they have tertiary charges, those are blazoned along with the secondary: i.e. first the bordure, then the tertiaries on the bordure, then the chief, then the tertiaries on the chief. (More than that is probably too busy to be registered, but one never knows)

Brisures (marks of cadency) and augmentations. Both are becoming more common in SCA heraldry. Again, as they are additions to a basic coat, they are mentioned last in the blazon. Brisures come before augmentations to insure (a) that Daddy's augmented coat is not cadenced, complete with augmentation, by Junior, and also (b) that Junior's cadenced coat can, if he's earned one, bear an augmentation.

In describing a charge or group of charges, the details are given in the following order:

- (1) Number of charges. (If it's a group of one, use "a"; otherwise use the number, "two" or whatever.)
- (2) Type of charge. Obviously, we need to identify the charge. Is it a lion, a mullet, a falcon? But we must also specify variant of type, if appropriate: is it a cross, or a cross couped? A bow, or a crossbow? A sword, or a seax?
- (3) Posture of charge. This applies mostly to animate charges -- is the lion rampant, or sejant, or couchant? Is it guardant? Etc. But it can also apply to inanimate charges that are inverted, or turned to sinister.
- (4) Treatment of charge. This includes such things as embattled, couped, etc. Usually such details are classed as variants of type, under #2 above, but not always. If the posture of the charge needs to be blazoned, the treatment of the charge comes afterward. There's a difference between *an arm bendwise couped* and *an arm couped bendwise* (fig.5).



An arm bendwise couped

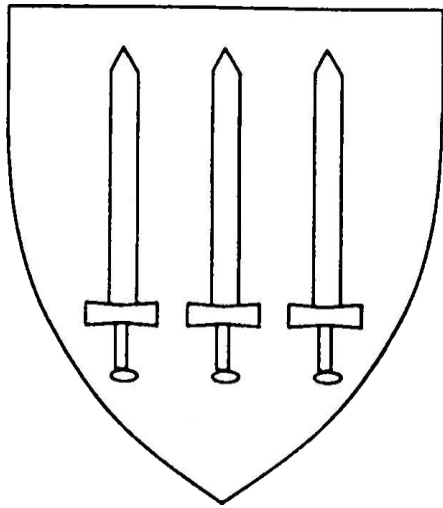
Figure 5

An arm couped bendwise

(5) Tincture of charge. In general, charges are blazoned in the same way as the field. If the blazon gives several consecutive charges of the same tincture, the tincture is blazoned only for the last charge; it is assumed to apply to all the preceding unspecified charges. Thus, for *Argent, a saltire between four mullets, a chief gules*, the saltire and the mullets are gules, as well as the chief. Had the mullets been a different tincture, we would have had to repeat the word *gules* in the blazon: *Argent, a saltire gules between four mullets vert, a chief gules*. The last tincture mentioned applies only to the preceding charges that were left unspecified.

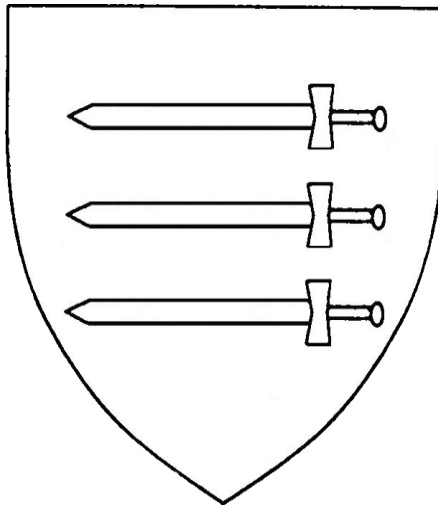
(6) Placement on the shield. The default for three charges is 2&1; if the charges are in some other arrangement (e.g. "in chief"), the fact must be specified. (Placement is the most flexible item on this list. In some cases, the blazon may be clearer if placement comes earlier in the blazon; e.g. *Per saltire argent and gules, in pale two swords and in fess two lions counterchanged*. Use your best judgment.)

Note the difference between the usages "in [ordinary]" and "[ordinary]-wise". They refer to placement and posture, respectively. In fig.6, we see how *three swords palewise in fess* (a) differs from *three swords fesswise in pale* (b). One could just as easily have them "fesswise in fess" and "palewise in pale". (The usage tends to be a bit sloppier for charges in cross and in saltire, but the principal still applies.)



Three swords palewise in fess

Figure 6



Three swords fesswise in pale

To pull these precepts together, let's blazon a specific example, illustrated in fig.7. We start by arranging the elements in the correct order, according to the grammar of heraldry:

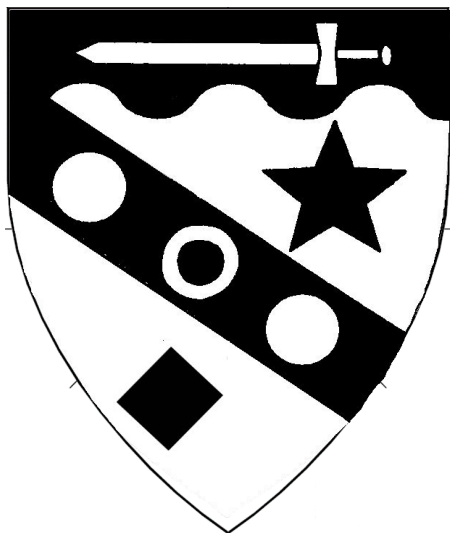


Figure 7

Field: Argent. Primary charge: A bend sable. Secondary charges: In chief, a mullet sable; in base, a lozenge sable. Tertiary charges: On the bend, a roundel argent, an annulet argent, and another roundel argent. Peripheral secondary charge: A chief wavy sable. Peripheral tertiary: On the chief, a sword argent.

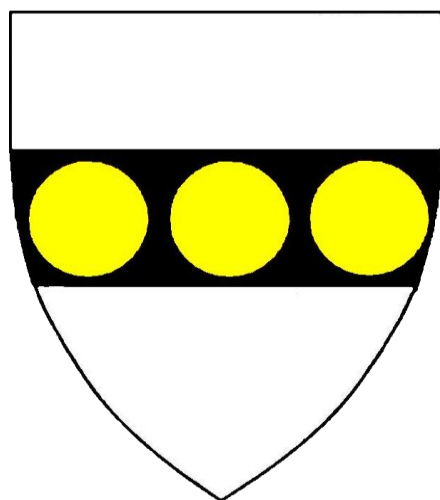
We now have the correct order for the blazon. We could string these together, with a few descriptive phrases, and have a workable blazon: Argent, a bend sable, in chief a mullet sable and in base a lozenge sable, on the bend a roundel argent, an annulet argent and a roundel argent, a chief wavy sable and on the chief a sword argent.

While this blazon would work, it isn't very good style. It repeats tinctures too often, it mentions the bend and the chief more than once, and it ignores the order in which charges are listed (chief to base for the secondaries, center outwards for the tertiaries).

Also, we can use particles like *on* and *between*, which help simplify the blazon. (The drawback is that we can no longer add the type of amendments the Grandison family used. This is the main difference between medieval and modern blazon. Fortunately, in the SCA, we don't worry about cadency that much, and we have word processors to make blazon amendments simple.)

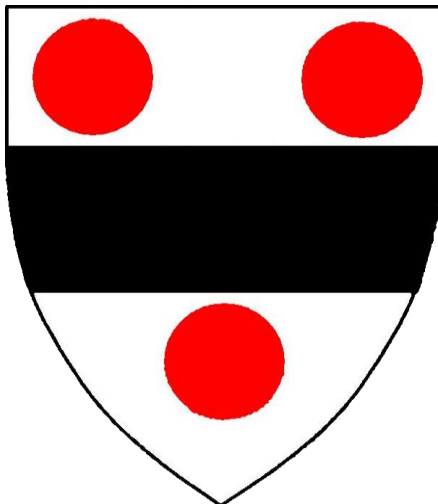
Dropping the redundancies, and using the particles mentioned above, the blazon becomes: *Argent, on a bend between a mullet and a lozenge sable, an annulet between two roundels argent, on a chief wavy sable a sword argent.* The result is more concise and better style.

This brings us to the question of blazoning style. Style has changed from century to century. For instance, two 13th Century blazons (updating the spelling a bit) might be *Argent, a fess sable and three bezants* and *Argent, a fess sable and three torteaux*. Though the word order is the same, the roundels are placed differently (fig.8). The medieval herald was expected to apply the Rule of Tincture to the blazons, and understand that gold charges couldn't possibly be on an argent field, nor red charges on a black fess. (A number of heraldic scholars of the early 20th Century, notably Oswald Barron and William St.John-Hope, have advocated a return to this simple style of blazonry; but it only really works for a simple style of heraldic design. For most modern emblazons, including most SCA emblazons, it just isn't detailed enough.)



Argent, a fess sable
and three bezants

Figure 8



Argent, a fess sable and
three torteaux

There have also been a few stylistic fads, which were mercifully brief. One was the substitution of jewel-names for the heraldic tinctures: "ruby" instead of "gules", "sapphire" instead of "azure", "diamond" instead of "sable", etc. This fad actually appears to have started in period: a German grant of arms from 1458 uses these terms. As its sole purpose was to obscure the blazon and give it "significance", it is not employed in SCA heraldry.

Even worse was the fad, around the turn of the 17th Century, of substituting the names of the planets for the heraldic tincture. At the time, after all, there were seven of each; surely that could be no mere coincidence. Thus "Mars" was used instead of "gules", "Sol" instead of "Or", "Luna" instead of "argent", "Saturn" instead of "sable", etc. It was felt by the heraldic writers of the time that such heavenly blazonry should be reserved for the highest nobility. Thankfully, this heraldic aberration died out (probably about the time they were discovering new planets, which ruined the symmetry of the scheme).

Still found in mundane blazons are conventions left over from Victorian times. Those blazoners tried to avoid the appearance of tautology, but at the expense of clarity and succinctness. Thus, instead of repeating a tincture, they would use such phrases as "of the field" or "of the third", the latter referring to the third tincture already mentioned. Similar phrases might refer to number or type of charge. Thus a device we might blazon as *Argent, on a fess sable between three mullets gules, three annulets argent, a chief gules* would be blazoned in a Victorian style as *Argent, on a fess sable between three mullets gules, as many annulets of the field, a chief of the third*. Such profusion of types and tinctures yield a complex blazon even under the best of circumstances; it's silly to further complicate the blazon with reference that require the blazoner to keep count of the tinctures as they are mentioned.

The blazoning style of the SCA College of Arms depends, for the most part, on whoever happens to be Laurel. This is not mere cynicism, but a statement of fact. The same is true, after all, in the English College of Arms. J.P. Brooke-Little, in one of the footnotes to his edition of Fox-Davies' Complete Guide to Heraldry, sums up the situation nicely:

What really constitutes official blazon? Quite simply, it is the minds of the granting Kings of Arms. It is they who blazon arms and who must take responsibility for good or bad blazon. The rest of us can write about what has been done in the past and what we think ought to have been done, but our opinions are chaff before the wind unless we can persuade the King of Arms of the day to adopt our ideas.

In general, the SCA tends to a simpler style of blazon. We avoid obvious Victorianisms; we do not hesitate to repeat a tincture or a number. The idea is to make ourselves understood, not obscure. A few other peculiarities of our system:

- The tincture "Or" (gold) is always capitalized in SCA blazon, to avoid confusion with the grammatical conjunction. (Modern mundane blazons go even further, and capitalize all the tinctures.)
- The tincture "ermine" (black with white ermine spots) is blazoned "counter-ermine" in SCA blazonry. This is the translation of the French blazon, and is used to avoid possible typographic error.
- Following medieval practice, the diminutive terms for the ordinaries ("bendlet", "bar", etc.) do not mean the ordinary is to be "drawn skinny". Instead, such terms are used when there are more than one of the ordinary (*three bars*) or when the visual importance is reduced (*a bendlet enhanced*). The width of the stripes does not affect the blazon: one horizontal stripe is always *a fess*, and three of them are blazoned *three bars*, no matter how wide or skinny they happen to be.
- The engrailed line of partition, when applied to the field, does not seem to follow the mundane default; the references disagree on exactly what that mundane default is. In SCA blazon, *Per fess engrailed* has its points to chief (fig.9); similar defaults hold for *Per bend engrailed*, *Per chevron engrailed*, etc. Inverted lines have their points to base by SCA default.

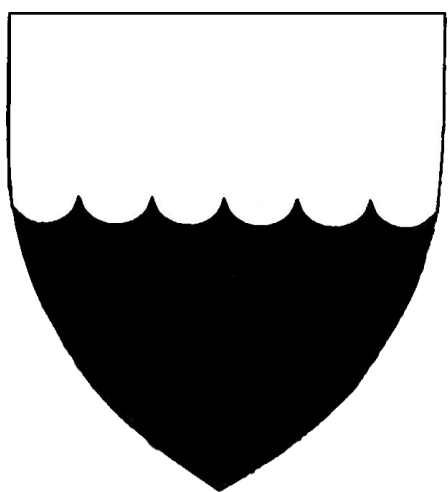


Figure 9
Per fess engrailed

- SCA blazonry uses "inverted" to describe a charge turned upside-down, and "reversed" for a charge turned to face sinister. (Mundane blazonry uses "reversed" in the way we use "inverted". I don't know how the SCA system originated.) "Contourny" and "turned to sinister" may also be used in lieu of "reversed", if one wishes to avoid the confusion.

Our goal is not just to blazon, but to blazon well. The essence of good blazon style is threefold:

1. The blazon must be accurate. All necessary details should be blazoned. The type of charge, its posture, its tincture -- anything, if not the default, that counts for heraldic difference must be specified.
2. The blazon must be unambiguous, unequivocal. The purpose of the blazon, after all, is to make possible the reconstruction of the emblazon. Ideally, a blazon should be capable of only one interpretation. A blazon that may be interpreted in more than one way is fatally flawed.

Some emblazons may be blazoned in more than one way: *A griffin segreant* is the same as *a griffin rampant*, and one may have *three bendlets sinister* or *three scarpes* with equal ease. Such choices are usually governed by the submitter's preference, or that of the submitting herald. In other cases, a distinction can be made worth no heraldic difference, but which influences the heraldic artist: *a shamrock* vs. *a trefoil*, or *an acorn slipped and leaved* vs. *an oak slip fructed*. One must gauge from the submitter's intent.

3. The blazon should be elegant, euphonious. The blazon should be beautiful, as everything about heraldry should be beautiful. This is less important than the other two rules: if we must sacrifice elegance for precision, so be it. But if a blazon can be both accurate and elegant, so much the better.

Everyone has his own standards of elegance, of course. Yours probably differ from my own. But since I'm the one writing this article, let me end it with some of my own preferences:

- A blazon should avoid tautology, if possible. Sometimes it isn't possible; in that case, repetition is better than inaccuracy.

-- The blazon should be simple and concise. Bloodcurdling overprecision is worse than unnecessary: it is actively distracting, and the effect is non-medieval. Medieval blazons gave no more details than were needed; SCA blazons should do the same. Blazoning a certain sword as "a Turkish cavalry sword from the Abbisid dynasty" is not nearly as elegant as blazoning it, simply, as a "shamshir".

In like manner, the exact anatomical details of animals should be omitted. "Armed", "langued", "orbed", "crined", "pizzled" and all the rest are mere superfluities. Artistic details should be left to the license of the artist.

-- Defaults should be used when convenient. They help keep the blazon short, and help reinforce period design.

-- I'm of two minds regarding the use of medieval terms in SCA blazon. On the one hand, we are a medievalist group, and should at least try to use the medieval terms: *coney* rather than *rabbit*, *reremouse* rather than *bat*, *camelopard* rather than *giraffe*. On the other hand, sometimes a medieval term can be so obscure that its meaning is lost: *Party per graft* seems to have been a medieval term for *Per chevron*, and *en l'un de l'autre* (*one into the other*) was the medieval form of *counterchanged*. Such terms are too obscure for our purposes, especially as well-known alternatives exist. (On occasion, a term is invented by a heraldic writer and is used by no one else. The effect is the same.)

The exception to this is for canting arms. Cants were so commonly used in medieval armory that they should be encouraged in SCA armory -- even if it means using an obscure term for a charge. A submitter named Iain Scrogie may be forgiven for blazoning a tree branch as a "scrog".

-- Anglicized terms seem better to me than their French originals. Why use *gouttée* when *goutty* will do as well? (Better, in fact, if one doesn't have access to diacritical marks) I simply prefer *affronty* rather than *affronté*, *breessed* rather than *breissé*, *checky* rather than *checqué*, etc. That's just me, of course.

-- A great many blazons can be simplified by using active, rather than passive terms. *A ship, sail unfurled and facing sinister* is passive; *a ship sailing to sinister* is active, with the same picture in fewer words. *A savage maintaining over his head a club bendwise inverted* is passive and awkward; *a savage brandishing a club* is active, concise, and avoids over-blazoning the club.

The best sources for good blazon are the blazons of medieval armory. If you can get a copy of the Rous Roll, for instance, it lists a great many period blazons. Gerald Brault's Early Blazon: Heraldic Terminology in the Twelfth and Thirteenth Centuries is a definitive reference; but be prepared to learn Old French, you'll need it with this book. Most heraldry texts (e.g. Boutell, Fox-Davies) have primers on the grammar of blazon, and give enough examples to let you see how it's used. Most important is practice. Like any foreign language, practice is essential. Good blazon is not beyond anyone's capability. Good luck!

Originally printed in the proceedings of the Calontir Heraldic Symposium, 1988.

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Basic Conflict Checking

Presented by Lady Teceangl Bach

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This is intended to get you started in conflict checking of SCA armory. Checking for conflict is not a subject that can be learned completely in a mere 2 hour class, therefore this is an overview which should put you on the road to learning the skills needed to become an adequate or better conflict checker.

A few things to know: Beginning in about 1989, major changes were made to the Rules for Submission and the way conflict was decided in both names and armory. People who learned the old rules are sometimes unaware of the sweeping changes that have been made. Also, the changes since the first great step have been evolving in the past decade, so again some people are a little behind. The best way to cope with differing memories is to have the necessary documents on hand and look things up, even if you're 100% certain that something is done in just one way. Proof is always worth more than argument.

The following resources are necessary in order to adequately check for conflict:

[The Rules for Submission](#) (RfS). This comes with the Glossary of Terms which contains listings of restricted and reserved charges, default postures, and proper tinctures. It also comes with the [Administrative Handbook](#) which defines what can be registered and what is protected.

The [SCA Ordinary](#) (for armory) and [Armorial](#) (for names). It's big, it's bulky, and you can't conflict check without it.

[Compiled Laurel Precedents](#). These cover situations which have no corollary in the RfS and are gleaned from Laurel Letters of Acceptance and Return (LoARs).

Also useful to have is *A Pictorial Dictionary of Heraldry*, but not necessary.

All these are available from Free Trumpet Press West:

SCA Inc.--Free Trumpet Press West

1613 N. School St.

Normal, IL 61761-1240

<http://www.sca.org/heraldry/ftpw/>

email klconlin(AT)ilstu.edu

Everything but the Pictorial Dictionary is also available on the World Wide Web from [the SCA Marketplace](#).

CONFLICT:

I'll start by defining conflict, because all the Ordinaries and Armorial in the world can't help you if you're not certain what you're looking for. The goal here is to facilitate conflict checking by eliminating unnecessary steps in checks and to present tips on streamlining your checking process. No two people conflict check alike, so with practice you'll probably develop your own methods. This is the way it should be.

Conflict is when two pieces of armory are alike enough that they give the impression that the owners of the devices are related. Period armory often used a single change in the arms, a cadency step, to distinguish between immediate relatives, such as father and son or brothers. A cadency change is considered the smallest change that was recognized by period heralds.

[From the Glossary of Terms:

Cadency. The method of modifying armory to indicate a relationship with the owner of the original armory. Changes that were made to difference one device from another can be considered the smallest changes that were considered significant enough to be noticed at the time they were used. Systems of cadency vary depending on the time and place.]

RfS 1.3.a.

Conflicting Claims - A ... piece of armory that creates a false impression of the identity of the submitter will not be registered. Someone may not claim to be another, either directly by using ... armory that is identical to another's, or by unmistakably claiming close relationship to an individual who is in fact unrelated.

Therefore, armory conflicts if it is identical to previously registered armory or makes the claim of close relationship to previously registered armory. Appearance does come into consideration, but is not the main reason we call conflict. Conflict can and does happen when two devices are visually dissimilar to one another. That isn't why they conflict. Visual conflict is nearly always a matter of whether charges were artistic variants of one another, or could be, and therefore would be considered the same charge drawn by different heralds.

CADENCY:

Since cadency was generally a single step, two or more changes is required by the SCA to clear armory. Large changes were not used for cadency, so a complete change of primary charge assures there is no inappropriate claim.

[Cadency took many forms. In some cases, something was added to the arms to change them. The King of France in the 15th century bore "Azure semy-de-lis Or." His brother the Duke of Berry bore "Azure semy-de-lis Or, a bordure gules." His other brother, the Duke of Bourbon bore "Azure semy-de-lis Or, a bend gules." In other cases, the tincture of the field or charges was changed.]

When we count CDs, then, it would be appropriate to consider that "CD" can mean "clear difference" or "cadency difference" in order to keep in mind just why we need two or more.

DIFFERENCE:

The heraldic definition of "difference" is when two charges would not have been considered alike by period heralds. In the SCA we're dealing with a lot of charges that weren't used by any single country's heralds, or weren't known at all in period, so we need to rule on things that period heralds did not. However, the intent is the same. Differences come in three categories; **substantial** (or complete), **significant**, and **insignificant**. Only the first two count for anything when clearing conflict.

A substantial difference exists when two charges are more than one cadency step apart. These charges are viewed as completely different, such as a lion and a chevron, or a mullet and a billet. Armory which is substantially different may be completely clear of previously registered items.

A significant difference exists when two charges cannot be mistaken for one another because of major changes between them. A lion rampant and a lion rampant contourny are significantly different, even though the charge is the same. A lozenge and a mascle are significantly different. A bend and a bend engrailed are significantly different. Significantly different charges could have been used as a single cadency step in period heraldry. A significant difference between armory counts for one CD.

Insignificant difference is when the change isn't enough to be considered a cadency step. A sword and a rapier are both swords, hence they are insignificantly different. The difference between a hound passant and a hound passant regardant is insignificant. Some postures are not different enough to be significant - statant and passant, rampant and salient and sejant erect and statant erect, couchant and dormant. In each, only the position of one leg or the head changes, which is not enough to count as different. Maintained charges are not significant; there is no difference between a lion rampant and a lion rampant maintaining a sword. Continental heraldry had dragons with only two legs, English heraldic dragons had four legs. Therefore, there is no difference between them, no between dragons and wyverns, as English heraldry sometimes uses a 2-legged dragon and calls it a wyvern. Generally, if Continental and English heraldry had variants of the same charge with different names, they are insignificantly different from one another. In SCA heraldry, certain other charges are considered insignificantly different. All felines are considered the same, all architecture (castles, towers, bridges, etc.) are the same, and certain lines of division such as embattled and dovetailed are insignificantly different. Insignificant differences are not worth a CD.

The Ordinary is broken into categories which can often clue you into what is different and what is not. The header WHEEL covers water wheels, Catherine wheels, wagon wheels and others. None of these wheels is significantly different from the others.

Laurel precedents are made when a question comes up which is not covered in the RfS. Checking precedents can let you know if a charge is significantly different from another charge and worth a CD, or not.

The Pictorial Dictionary of Heraldry frequently lists charges which are insignificantly different from other charges.

GROUPS:

Every charge in armory falls into a single group category: Primary charge group, secondary charge group, tertiary charge group, or overall charge group. A charge group is *one* or more charges. Yes, you can have a charge group of only a single charge. Charges in a charge group may be identical or they may not be.

The primary charge group either occupies the center of the shield or is the most important group of charges in the device. Ordinaries which pass through the middle of the shield are almost always the primary charge group. In "Gules, a fess argent" the fess is the primary charge group. In "Gules, three crosses argent" the crosses are the primary charge group. In "Azure semy of billets Or" the billets are the primary charge group.

The secondary charge group is arranged around the primary charge group. In "Gules, a chevron between three billets argent" the billets are the secondary charge group, as they are arranged around the primary charge. In "Azure semy of billets, a chevron Or" the billets are the secondary charge group. In both devices, removing the chevron would make the billets the primary charge group. Peripheral charges, such as bordures, chiefs, orles and charges which occupy the places those ordinaries would be in if they were present, are secondary charges. In devices where peripheral charges exist without a primary charge group, they aren't called secondaries, they're called peripheral charges. Secondary charges can only exist as such if there's a primary charge group as well. Cotises are secondary charges.

The overall charge group crosses over both edges of another charge and lies on the field on either side. "Argent, a sword gules and overall a bend sable" has the bend crossing the sword and lying on the field on either side. An overall charge must have good contrast with the field. The underlying charge is the primary charge.

The tertiary charge group is that which lies entirely on another group of charges. In "Or, on a bend gules three mullets Or" the mullets are the tertiary charge group. In "Argent, on a billet sable a mullet argent, a bordure sable platy" both the mullet and the plates are tertiary charges. In "Sable, on a horse rampant between three crosses crosslet fitchy argent another sable" the horse is primary, the crosses on the field are secondaries, and the cross on the horse is tertiary.

REASONS FOR CHARGE GROUPS:

When we compare devices, we compare the various charge groups to one another. Comparing "Argent, a mullet between three roundels sable" to "Argent, a mullet gules between three mascles sable" we start with the primary charge and find a mullet sable and a mullet gules to be significantly different. Then we compare three roundels to three mascles and also find them to be significantly different. This breaks the device down into component parts and facilitates the conflict checking process. Conflict check always begins with the primary charge group, when one is present.

APPLYING THE RFS TO CHARGE GROUPS:

RfS section X.1. states "Armory does not conflict with any protected armory that adds or removes the primary charge group." This is usually the only rule one needs to clear a device or badge, but is often overlooked.

In applying this rule, one of the devices under consideration need not have any primary charge group at all. "Paly gules and argent" does not conflict with "Paly gules and argent, an annulet azure" because a primary charge group has been added. Conversely, "Per pale sable and Or, a fess gules" does not conflict with "Per pale sable and Or" because the primary charge group has been removed. "Argent, a chief azure" does not conflict with "Argent, three crescents and a chief azure" because a primary charge group has been added.

The major benefit of this rule is that it streamlines conflict checking and eliminates areas which do not need to be checked. If you are checking "Bendy azure and argent" you don't need to check anything that has a primary charge group. You can still conflict with armory which has peripheral charges such as orle, bordure or chief, but not with a lion or bend. The header in the Ordinary to check is "Field division - Bendy".

In checking "Argent, three eagles displayed gules", this would not conflict with lions or chevronels. In checking "Bird - Whole - 3 or more" I might find "Argent, a chevron between three eagles displayed gules". There is no need to check past "Argent, a chevron" because the two devices cannot possibly conflict.

With the device "Azure, a pale between two lions combatant Or" you check for conflicts under Pale (check them all, charged and uncharged and plain and complex lines). But you do not need to check lions at all. This is completely clear of "Azure, two lions combatant Or".

Another way to clear armory is by a complete change of the primary charge. RfS section X.2. states "Simple armory does not conflict with other simple armory if the type of every primary charge is substantially changed." This is sometimes called the "simple armory rule". Don't call it that, it's not. Another rule in section X.4. also deals with so-called simple armory and the two are often confused. Book heralds usually get by simply by stating the pertinent rule by number, and henceforth I shall, too.

Substantial changes are as above, a complete change of type. Posture, tincture, orientation and the like don't count. Some examples of charges which are substantially different from one another are: lion, horse, wolf, fess, chevron, mullet, billet, fleur-de-lis, eagle, tree, rose, thistle, etc.

The major difficulty in applying rule X.2. is in defining what it means by "simple". The rule itself puts some 70 lines into that definition. With assistance from senior heralds, I'm going to try to present some clear examples and definitions. I'm also including the entire text of X.2. so you can compare them.

A device with only a single group of primary charges, which do not need to be identical is simple. The following are all simple: "Sable, a lion and a horse combatant argent", "Azure, three pallets Or", "Argent, a wheel per pale gules and sable" and "Per chevron Or and vert, three bulls' heads erased counterchanged".

A device with a single group of identical primary charges which are charged with tertiaries is simple. The following are simple: "Argent, on three billets gules three mullets Or", "Gules, on a fess argent three roses gules", and "Sable, two lozenges in fess argent each charged with an annulet azure". This one is NOT simple: "Azure, two turtles Or and a rose argent, the turtles each charged with a billet sable" because the primary charges are not identical.

A device with a primary group of identical charges and also a secondary group of identical charges is simple. "Gules, a rose between three mascles argent", "Per pale sable and argent, a chevron between three swords counterchanged", and "Azure, five mullets in saltire and a chief Or" are all simple. "Or, a bend between a sword and a rose gules" is not simple because the secondaries are not identical.

A device with a primary group of identical charges and a secondary group of identical charges in which tertiary charges exist. "Argent, on a chevron gules three roses Or and a bordure azure", "Or, three millrinds gules and a bordure sable bezanty" and "Argent, on a pale between four billets sable each charged with a crescent a harp Or" are all simple in this definition.

"Simple" as applied to X.2. does not apply anywhere else, and other definitions of "simple" in other rules don't apply here.

X.3. is frequently misinterpreted. What it means is that if two pieces of official SCA armory (usually branch arms) have laurel wreaths or crowns in them **as their Primary charge group**, you can count

what would normally be the secondaries for difference using rules X.1. and X.2. This only applies when *both* devices have laurel wreaths or *both* devices have crowns as primary charges. If one of the devices you are checking against the other does *not* have either laurel wreaths or crowns as their primary charges, count the wreaths or crowns in the exact same manner as you would other charges. Laurel wreaths and crowns are not transparent and never have been. If you need to apply X.3. the best advice I can give is to request the assistance of a senior herald.

Rule X.4. deals with the counting of CDs. Apply this rule only when rules X.1. and X.2. have been eliminated in clearing conflict. Otherwise, you're just making yourself unnecessary work.

X.4. reads: "Significant Armorial Differences – Two pieces of armory will not be considered to conflict if two clear visual differences exist between them." This rule is even longer than X.2. and has as many chances for misinterpretation. Note that this rule deals exclusively with significant differences. The previous rules deal with substantial, now we're down to cumulative.

"Visual differences" include changes to type, tincture, posture and orientation, among other things. Let's break it down according to subsection.

X.4.a. is fairly straightforward. Note that changes to the field are only cumulative if no primary charge is present. Field-only and devices with peripheral ordinaries (ordinaries which touch or follow the edges of the shield) may gain more than one CD here. When primary charges are present, CDs from this rule are not cumulative: changing both field tincture and type of division line, or direction and tincture and type of line still only count for a single CD. Therefore, changing from "Per fess gules and sable two mullets argent" to "Per pale and per fess indented gules and azure, two mullets argent" is only worth a single CD. This also covers fieldless badges. The lack of a field is a single CD. Two pieces or fieldless armory still get a single CD from one another because of this rule.

X.4.b., X.4.c., X.4.d., X.4.e., X.4.f., X.4.g., X.4.h. and X.4.i. are also straightforward enough that the wordings in the RfS are their best descriptions.

X.4.j. is another of the rules which is often used and frequently needs to be reviewed to understand it well. Note that no matter how many changes you might make to tertiary charges, according to X.4.j. you only get one CD. X.4.j.i. requires more than one change to the tertiary charge group in order to count as a single CD.

X.4.j.ii. defines another type of simple armory. Note that only the piece of armory that is new needs to be simple by these definitions.

X.5. is tricky. For the most part, it's not often applied and when it is, the device is already at Laurel.

Precedents often cover things which were not considered when the RfS were written. Certain ones are highly difficult to conflict check without. Here are my personal Top Five:

- *"After much thought and discussion, it has been decided, for purposes of X.4.d, e and h of the Rules for Submission, that the bottommost of three charges, either on the field alone or around an ordinary, is defined as one-half of the group...multiple changes to the basemost of three charges under this definition will be granted a maximum of one CVD." (CL 9/6/90 p.2). (The abbreviation CVD dates back to the old Rules before the changes in the early 1990s. In this instance, it is equal to CD.)*
- *"It is Laurel's position that a semy is a group of charges in and of itself, separate and distinct from any other charge or group of charges (the exception being where the semy and the other charge(s) are the same)." (LoAR 10/90 p.9).*
- *Seamus Ruadh. Device. Gules, ermined Or. This is being returned because Gules, ermined Or. is a plain tincture, and we do not register plain tinctures. RfS X.4.a.ii(b) says "The ermine furs and their variants are considered to be different tinctures..." (LoAR 10/98)*
- *[A beast sejant erect] "The difference in posture here from rampant is essentially moving one hind paw. This is insufficient for the necessary [CD]." (LoAR 11/91 p.17).*

- *[Registering Lozengy Or and vert, a griffin segreant maintaining a trefoil within a bordure sable.] Versus ... Checky argent and gules, a griffin sejant, forepaw raised, within a border sable, there are CDs for the changes to the field and for posture of the monster. (While sejant erect and rampant have been declared insufficiently different to qualify for a CD, sejant is sufficiently different -- the angle of the monster's body, that one forepaw (at least) is much farther down, and the noticeable changes to the hindquarters all add up to sufficient difference from to allow a CD between the two postures. [6/94, p.4]*
- *"[There is no difference] between a wyvern and a dragon. (This overturns the precedent of December 1989, which granted a CD between the two charges on the bases of SCA historical distinction. It appears that the terms 'dragon' and 'wyvern' were used interchangeably throughout Europe through most of our period of study, and this distinction in the SCA does not appear to be well founded.)" (LoAR 6/92 p.17).*

Note that the last three here are clarifying extant Rules, specifically X.4.e. and X.4.h. Often a precedent occurs when something new is learned about period heraldic practice. Other times, it is a matter of applying historical practice to something period heralds would never have seen. There are also precedents which occur because a logical argument has been applied to a specific example which may or may not relate to any other situation.

CONFLICT CHECKING EXERCISES:

Use the "Ordinary - NOT" printed below to check these blazons for conflict:

- Azure, a tree Or between two lions combatant argent.
- Sable, on a fess between two fish naiant argent three mascles gules.
- Per saltire gules and sable, four arrows argent and on a bordure Or three roses sable.
- Gules, a bend between an open book and a maunch argent.
- Or, on three hearts gules three Stafford knots Or.
- (Fieldless) On a tree per pale sable and vert three apples Or.
- Per saltire vert and azure, a lion rampant contourny maintaining a heart argent.
- Argent, a chevron sable between two harps and a tankard gules.

The SCA Ordinary - NOT

[This Ordinary is entirely fictitious and every piece of armory, name, date, and kingdom has no relevance to anything that actually exists. Or at least I don't think it does.]

This is a simplified version of the standard Ordinary layout. Headings are usually broken down into type, then sometimes tincture, posture, number and/or orientation. It depends entirely on what the charge is and how many entries there are under each heading. *This mock-up has been specifically created to utilize the information presented in this class. It has no use in the real world.*

Arrow

- Azure, four arrows in cross argent and a bordure Or. (Inigo Smith - Oct '87 Calontir)
- Ermine, a sheaf of arrows inverted sable. (Paula of Braxton - Feb '98 Meridies)
- Gules, an arrow argent. (Phillip the Archer - July '79)
- Gyronny vert and argent, two arrows in pile and a chief gules. (Damian the Tasteless - Jan '85 East)
- Per chevron gules and sable, on a chevron Or two arrows azure. (Ben the Bowman - Jun '81)
- Sable semy of arrows argent, a saltire Or. (Conchobar mac Ewan - Sept '87 Calontir)

Beast - Cat

- Azure, a lion rampant argent. (Richard Couer de Coney - Jun '95 An Tir)
- Azure, a tree paly sable and Or between two lions rampant addorsed regardant argent. (Juan del Fuego - Apr '88 Middle)

- Ermine, a lion rampant contourny vert between three hearts gules. (Anna the Unfound - Nov '91 Outlands)
- Gules, three lions sejant contourny within an orle of roundels Or. (Alastair Baker - Dec '86 Caid)
- Sable, a lion couchant contourny argent. (Penelope Luckless - Oct '85 Middle)
- Sable, on a fess dancetty between two lions passant guardant argent, three mascles gules. (Sarah bint Joseph - Jan '92 Trimaris)
- Vairy vert and Or, a lion sejant erect maintaining a harp sable. (Wat the Fuller - Apr '90 Atlantia)

Bend - 1

- Argent, a bend between six roses gules and on a bordure sable ten Thor's hammers argent. (Magnus Ulfsson - Mar '94 Drachenwald)
- Azure, a bend between three trees eradicated argent. (Angus MacAngus of Connacht - June '88 West)
- Azure, a bend between two maunches argent. (Tomas the Boar - Apr '89 East)
- Gules, on a bend argent between two open books Or, three roses azure. (Ivan the Learned - Jun '95 An Tir)
- Per bend argent and azure, on a bend three roundels counterchanged. (Simon de London - Sept '92 Outlands)
- Purpure, a bend between two estoilles argent. (Catriona ingean ui Dhoineannaigh - Mar '96 Trimaris)
- Sable, a bend between two open books argent. (John Bookman - Feb '89 Caid)

Chevron - 1

- Argent, a chevron between three tankards sable. (Donnegal the Drunkard - Mar '88 An Tir)
- Argent, a chevron between three billets gules. (Mongke Huag - Sept '86 Caid)
- Ermine, on a chevron between three harps sable, a sword fracted proper. (Fuad al-Sayf - Jun '93 Atlantia)
- Per chevron gules and sable, on a chevron Or two arrows azure. (Ben the Bowman - Jun '81)

Fess - 1

- Argent mullety gules, a fess azure. (William of Applegate - May 84 East)
- Azure, a fess between two fish naiant argent. (Justin Small - Apr 96 Ansteorra)
- Gules, on a fess Or three hearts gules. (Peregrine the Lost - Aug 88 Meridies)
- Per fess azure and gules, a fess argent between a rabbit courant and an Arabian lamp Or. (Genevieve des trois chattes - Sept '76)
- Sable, on a fess dancetty between two lions passant guardant argent, three mascles gules. (Sarah bint Joseph - Jan '92 Trimaris)
- Sable, a fess cotised argent. (Elizabeth de Winter - Jun '97 Calontir)

Heart - 2 or more

- Argent, three hearts and a bordure gules. (Hans Grosse - Sept '87 Caid)
- Azure, on a heart gules fimbriated an annulet Or. (Lyotr Ivarsson - May '98 Artemesia)
- Gules, in pale three hearts Or between two Stafford knots argent. (Antonio de Roma - July '94 Atlantia)
- Gules, on a fess Or three hearts gules. (Peregrine the Lost - Aug 88 Meridies)
- Per pale Or and sable, three hearts gules. (Roisin Debeau - May '88 West)
- Or, on three hearts gules three roses ermine. (Catherine Bellefontaine - Sept '83 East)

Tree - Rounded shape - 1

- (Fieldless) A tree sable charged with a heart Or. (Romeo Valentine - Aug '88 East)
- (Fieldless) A tree per pale sable and vert. (Dayfydd ap Dayfydd - May '94 Trimaris)

- Argent, an apple tree between three escallops sable. (Adelaide the Widow - Jan '96 East)
- Azure, a bend between three trees eradicated argent. (Angus MacAngus of Connacht - June '88 West)
- Azure, a tree eradicated Or. (Matilda Witeoke - Sept '93 Middle)
- Azure, a tree paly sable and Or between two lions rampant addorsed regardant argent. (Juan del Fuego - Apr '88 Middle)
- Gules, three trees Or. (Paul of Bourbon - Dec '97 West)
- Per pale vert and argent, a tree between three apples and on a chief an axe fesswise counterchanged. (Robert Gravenstein the Brewer - Sep '93 An Tir)
- Per pale vert and sable, on a tree per pale argent and Or a bunch of cherries gules stemmed vert. (Caitlin the Stationary - Jun '98 Artemesia)
- Sable, a tree vert fimbriated charged with a roundel Or. (Alys Stout - Nov '75)

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The Art of Effective Commentary

by **Mistress Allison MacDermot**

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Commenting on heraldic submissions is one of the least-defined jobs in the SCA. Corpora says that the duty of the College of Arms is "registering and authenticating names and armorial devices," and to do this "has the right to call for documentation in the case of names, devices, or titles which are obscure or questionable, and to determine disputed issues of fact ..." It does not specify how this is done.

What the College has done to meet this obligation is to set up a staff of intrepid irregulars, who offer advice to Laurel and do research ad hoc. Having been both a commentor and a submission herald myself, I know very well that Laurel's job would be impossible without the commentors - after all, Laurel processes about 400 submissions a month, which touch on many specialties in onomastics and heraldry. Even if Laurel had the expertise necessary to do good research in Japanese naming practices, German field divisions, rare charges, and everything else we deal with, the time to do so would still be lacking.

Therefore, Laurel asks the commentors to do as much research as they can, and then makes a decision based on what they found.

Besides, it's great fun. I assume you already know how to have fun; this article is intended to help you write useful and informative comments *while* you're having fun.

So what *is* the job of the commentor? There are three-and-a-half duties:

- **Fact checking.** Each Lol makes several assertions about names and armoury. If these aren't true, and it isn't caught, registrations or returns could be made in error. The other half of this job is finding out what the *true* facts are.
- **Consulting.** Often a submitter will ask for assistance on a particular matter (like "how do I say *red wolf* in Welsh?"). Commentors try to provide the answers to such questions.
- **Jury Duty.** Based on the evidence presented and accumulated, the commentor decides whether a device should pass or not. (Generally, silence implies consent to register, but it should be stated if the issue is controversial.) I make the jury analogy because the submissions herald, as judge, may always override or pass it on for Laurel's decision, but usually listens to the commentors.
- And the half-duty, **Education.** By sharing things learned during research, a commentor increases the total level of heraldic knowledge in the SCA.

What should a LoC contain?

A commentor "does his duty" in the Letter of Comment (LoC). The most important part of an LoC is comments on current submissions. Some commentors include replies to others' comments, comments on submissions that have already been decided on, stray inclusions and cartoons, etc. I like the format:

- Greetings to the submissions herald, including the date. (You really need to date your letters; the College refers to letter by author and date, as in "Badger 3 Oct")
- List of Lol's discussed in the letter, in order by date.
- Comments on Lol's in order.
- Bibliography, as needed.

The comments themselves consist of several different things, all of which are intended to help the submissions herald do his or her job. These are:

Conflict Calls

The SCA has traditionally tried to prevent the names and devices adopted by its members from being too easily mistaken for those of other people (both SCA and real-world). The process of looking for too-close names and arms is called "checking for conflict." In the case of names, commentors scan the SCA Armorial and a few reference books for the names of significant real-world people. For devices,

specialized books called "ordinaries", which are listings of arms arranged by what they look like, are checked. If a too-close match is found, a "conflict call" is made.

How to be effective: For names, give the potential conflict name in full, and (if it's a non-SCA person) explain why he or she is significant. For devices, blazon completely, then give the armiger and the source. I like to "count points" after that, both because it helps make my point and because I may prove to myself that something I thought was a conflict actually wasn't. It's a sort of mental proofreading.

Comments on Style

In the RfS are several rules that give a thumbnail sketch of what the SCA considers to be acceptable, registerable names and armoury. In general, they restrict submissions that are excessively complex, modern, or offensive.

How to be effective: Go easy on style comments at first; watch other commentors to see what gets a reaction and what doesn't. "I don't like it" is not a valid objection. Something like "The Irish and Chinese did not interact with each other in Period a name mixing the two shouldn't be registered" or "The koala bear was unfamiliar to Europeans throughout our period, as Australia was discovered in 1606; by Rule ..., it cannot be used" is much more like it. Supporting comments, like "this motif was used in at least 10 French coats in Period, for example ...; it should be acceptable" are also nice, because they serve as supplemental documentation for the submission. It is also acceptable to comment on unusual spellings and renditions; care should be taken not to go overboard, however.

Given that this is what's needed, what can you do to make yourself as effective as possible?

Play to your strengths

If you know a lot about a particular area (like Polish armoury or Scottish names), then by all means focus on that! You have information that the rest of the College doesn't. You can, of course, comment on areas outside our specialty. Many commenting groups have two or three specialists in different areas.

If you don't have a specialty, that's OK, but you might enjoy doing research in an area that interests you on the side. If you really get into it, you may suddenly look up one day to discover that you've become more knowledgeable on the topic than most CoA members. The flip side is that no one expects you to comment in an area where you're clueless. I, for example, know literally nothing about medieval Chinese naming practices. When a submission comes through with a Chinese name, I generally skim over it to check for any obvious misstatements of fact, but I almost never comment. I know that I cannot add anything of value. I the time I have saved and apply it to commenting on something in my specialties. In the College, we have both generalists and specialists; at this writing, we have an "adjunct commentor" who works on only Russian names! I think this is a fine thing, so don't let unevenness in your knowledge scare you away from being a commentor.

Plug the holes (or, The Dutch Boy Herald)

If the submitter, the consulting herald, or the submissions herald asks a question, see if you can answer it. If you see a hole in someone's documentation, try to fill it. We are all backups for each other. It is also appropriate to ask a question about a submission, thereby pointing it out to others for special attention, although I try to do this only when I have exhausted my own resources trying to answer the question myself. It is less helpful to ask a bald question without trying to research it first; that simply shifts the burden of answering it to someone else.

For God's sake, document

If you can't cite a source for what you're saying, think three times before saying it at all. The worst trip-ups I've ever made happened because I thought I knew something, and didn't bother to check it. You still might be right, but you might not be - at least express it as "I believe this is so," rather than "I know this is so." If you're later proven wrong, the first form allows an "oh, I see I was mistaken"; the second only "something I knew just wasn't so." (And you will feel much worse if your error caused someone's submission to be bounced. Save yourself, and the poor submitter, the grief.)

Proofread

After you finish your LoC, put it away for at least 24 hours and look at it again. Make sure that the logic is clear, there aren't any typos and everything's been referenced.

Read your reviews

When the LoAR comes back, compare your comments to what was accepted and returned. This is valuable feedback to see if you missed a conflict call, or if you misunderstood a rule. This will help you make your commenting better. Some submissions heralds include quotes from the commenters when they are particularly relevant. This is a good chance to see what other commenters are thinking.

In short, keep in mind why we have commentors in the first place: to help the College of Arms do its job properly. Don't forget to have fun - after all, this is volunteer work - but be serious about doing a good job, too.

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Appealing a Heraldic Return

by **Daniel de Lincolia (Tim McDaniel)**

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<http://heraldry.sca.org/laurel/appeal.html>

A client with a returned item is annoyed. If they disagree with the ruling and want to appeal it, they're annoyed enough to make a fuss about it in writing. If the appeal isn't done right, they'll get even more annoyed with the next return. Therefore, such cases need extra attention and care. In this article, I hope to tell you how to do it well.

If you read no more of this article, at least read this, from the precedents of Baldwin of Erebor, Laurel King of Arms, from his cover letter of 8 June 85, page 2:

If you are writing an appeal, read the original ruling carefully and try to respond to each of the objections. Be concise--the more superfluous material you drag in, the harder it is for someone else to follow your arguments. Be factual--your purpose is to present new information or reasoning. Above all, be polite--the objective is to get things right, not to win at any cost.

Appeals are covered in the SCA College of Arms Administrative Handbook. Quotes here are from the 2001 edition, but they haven't changed in years. Several sections apply from Part IV, "General Procedures for Submissions".

First, echoing Rules for Submission I.1, there's IV.A:

A. Responsibility for Procedural Requirements - The submitter bears the primary responsibility for meeting procedural requirements, but can and should be advised by heraldic officers at the local level and above.

C. "Completed Paperwork" just says that complete paperwork must be given, like a normal submission requires.

Section D includes:

D. Payment of Fees - ... no fee may be charged for appeals, change of holding name, submission of alternate forms for standard titles or designations, proposed protection for mundane items, corrections of spelling or blazon[,] or resubmissions made within a year of the most recent notification of return.

The major part is this:

E. Right of Appeal - A submitter shall have the right to appeal any return to Laurel. All appeals must be supported by new documentation, other proof that the original submission was returned in error or by compelling evidence that the submission was not properly considered at the time of return. Appeals must be submitted through the appropriate heraldic officers specified for such actions by the submitter's kingdom of residence. Such officers must forward the appeal in a timely manner, with or without recommendations, to Laurel. If Laurel rules against the appeal, a second appeal may be made directly to the Board of Directors.

Note that if an officer returns a client's submission, the client can always appeal through that officer, and the officer must forward the appeal, no matter how bad the appeal. The appellate level judges whether the support for the appeal is adequate.

(The attentive reader will note that there's nothing there forbidding a local herald from returning an item. Ansteorra allows it, though some kingdoms don't. However, you'd better be VERY sure of your grounds. You must also follow all the Administrative Handbook procedures for a return. If you don't know what they are, never return anything. It's often more prudent in practice to send it up and let kingdom take the heat for the return, for the kingdom heralds are far away and it's sometimes their job to appear to be the meanie.)

Please note the argument(s) that must be made: "by new documentation or other proof that the original submission was returned in error or by compelling evidence that the submission was not properly considered at the time of return". That means reasoning from the text of the return, documentation, the Rules for Submission, the Administrative Handbook, precedent, et cetera. "I think the kingdom heralds are being arbitrary" isn't sufficient.

So the first step is get the actual text of the return and to read it. For a return by the Laurel Sovereign of Arms, I'd copy the page of the actual Laurel Letter of Acceptances and Return (LoAR). You can find the return on-line at <http://www.sca.org/heraldry/loar/> (the on-line archive of Laurel LoARs). Also, every Principal Herald gets the LoARs ex officio, and most kingdoms have other senior heralds who get them as well. Also, Laurel's name, address, and phone number are in every issue of Tournaments Illuminated and in every kingdom newsletter – and they're there to be used. For a kingdom return, I'd quote the return from the notification letter to the submitter, which should have the return text plus an explanation. Never use a summary or someone else's memory!

Then read the rules cited in their current versions, try to find related precedent, and see the axioms and evidence the returning officer used. Interpreting this may require talking to an experienced commenter, and researching in Laurel precedents, other LoARs, or the Rules. The RfS and Admin Handbook are available from Free Trumpet Press, as are Laurel precedents.

In drafting an appeal, give the submission history and reasons for return. Address every reason for return; one reason is all it takes to return. Give as iron-clad a chain of reasoning as you can. (If you don't have one, maybe the return is well-founded.) Don't use insults or harsh language!

One good example of an appeal is Johann Kiefer Hayden's, item 12 on the May 1995 Ansteorran Internal Letter of Intent. The appeal gave the history and the reason for return: his previous submission, "Per bend sinister gules and azure, two owls contourny Or", was returned by kingdom 1/95 for conflict with Owen FitzEdward, "Per bend sinister gules and azure, two roses Or".

The appeal then quoted RfS X.2, which declares that there is no conflict between certain simple armory with significant change of type of all primary charges. That text gives an example of significant difference of woodpeckers versus mullets, and another of lions and a rose versus fleurs-de-lys and a maunche.

They should have used the then-current exact wording of X.2, but the basic sense hadn't changed. Also, they might have made more explicit the identification of the primary charges, and the reasons why they're both simple armory and why they're significantly different in the X.2 senses. Nevertheless, it was "proof that the original submission was returned in error", as the Admin Handbook requires. It was a well-founded appeal and it succeeded.

An unsuccessful example is the name appeal by Lynette la Tisserande des Mots (item 9 of the 7/92 Ansteorran ILoI). Star returned it 11/91: "The College found 'la Tisserande des Mots' ('weaver of words') to be extremely unlikely as a Period name formation. In period a weaver would have worked on something material; a bard or poet would have been explicitly styled as such and not have used such an abstract metaphor. Absent evidence that this is compatible with Period French naming practice, it is returned for being Not Period Style."

The appeal argued that it was metaphorical (one of the problems the principal herald mentioned, not a solution), took a gratuitous swipe at the College, and gave a persona story (we don't register persona stories). The final line seemed to be a "throwaway" line, yet it was the only actual evidence adduced: an undated quote from a poem in which "weaver of peace" was used as an adjective. Therefore, there was no substantial "new documentation or other proof that the original submission was returned in error or ... compelling evidence that the submission was not properly considered at the time of return". Indeed, no good evidence of period style was ever presented and the appeal did not address kingdom's objections. As further nails in the coffin, commenters then found other evidence that it was not period style. The appeal was returned.

Common Mistakes that Submission Heralds Make

Extracted from the Laurel website at:

[\[http://heraldry.sca.org/laurel/submission_mistakes.html\]](http://heraldry.sca.org/laurel/submission_mistakes.html)

Below you will find common mistakes that submission heralds make:

1. Failing to date the letter. Or, mailing the letter out more than one week from the date on the letter. If the letter is mailed out more than one week after the date on the letter, it needs to be redated to the mailing date. A simple solution is to postdate the letter. The first page needs the date PROMINENTLY and should be in a header or footer on every page. Note: to be counted for the month of on the LoI, it must be postmarked no later than the 1st of the following month. E.G. A letter dated June must be postmarked by July 1.
2. Failing to number the pages.
3. Failing to number the mini-emblazons and/or failing to list the client's name near them.
4. Incorrectly listing the type of submission it is. Unless it is a resubmission to Laurel, it is not a resubmission.
5. If it is a resubmission, list when Laurel returned the submission, why and why this submission is now acceptable. E.g., this was returned for conflict with Smith, "Gules, an aardvark Or.", we have added a bordure which gives us a second CD. The name was returned for incorrect construction. We have fixed the problem by eliminating such and such. The device was returned for conflict, this is a totally new design.
6. The blazon for the armory (if any) should be easy to find. Either put it by itself, or italicize it, or something like that.
7. Use a legible font. Readability is more important than pretty.
8. Never say a name is found in "reference", unless the reference consists of solely period names. Always, always, always, give the best information you can on the date. Just saying that a name is found in reference X (e.g., Withycombe, Black, Reaney and Wilson, etc), and not providing a date for the name, can result in the submission being returned for inadequate summary of the documentation.
9. When a client will not take corrections/changes, say so.
10. If you are not sure of something, let the College know.
11. Saying that so-and-so says the name is fine is not documentation. Summarize why they say it is fine. If you can't summarize the documentation, quote it in full.

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