

Trimarian Heraldic Online Self-Study Program Heralds Warranting Part 3: Name Submissions Walk Through Syllabus

1. Introduction

Welcome to the Trimarian Heraldic Online Self-Study Program. These online self study classes are a way to learn heraldry via correspondence in case you are unable to attend warranting classes at Kingdom events or don't wait until the next opportunity to attend a class in person. The classes provide the frame work for a self-guided study using the internet. The topics covered aren't hard, but it will be more involved than sitting through a class at an event.

How to get started

Begin with reading the walk through syllabus and follow its instructions. At the end you will be asked to answer a few questions about the topics covered in this class. You will be asked to create a file with your answers and to email to the Trimarian Herald in charge of Education the Coracle Herald. You can send the file as a txt, doc, or pdf. file or just type it into the body of an email. The Coracle Herald will check your answers and respond to your email. If you answered the questions correctly, they will inform you that you have successfully completed the course. In case of mistakes and/or missing answers, they will send you the correct answers and offer to correspond with you until you are both satisfied that you know the answers.

Heralds Warranting Part 3: Name Submissions

In the SCA we recreate the courtly life of the Middle Ages and the Renaissance. From Armorial heraldry over Name heraldry and Voice/Silent Heraldry, heraldry infuses every aspect of courtly life in the Current Middle Ages. For that reason having a herald serve your local group is a valuable asset. The purpose of this class is to prepare the students to help members of the SCA with Name submissions.

It is a part of the three part warranting series offered in Trimaris.

Learning Objectives

- Know where to Find SENA, and what it is.
- Know the submissions process (kingdom and society).
- Know where to go to find answers
- Know how to deal with clients (politely, empathically, and kindly)
- Know about commenting
- Be able to Help a SCA member with an Name Submission.

The Trimarian Warranting Process

To be a warranted herald in the Kingdom of Trimaris and to receive the rank of pursuivant with in the Kingdom's College of Heralds you are required to take three warranting classes: "Part 1: How to be a Local Herald," "Part 2: Armory Submissions, and " Part 3: Name Submissions." You do not have to take them in order, and you may take them in person, online, or a mixture of the two. These classes are designed to teach you the administrative side of heraldry, and after completing these classes, you should know where to find the heraldic information necessary to be a successful local herald.

Note: If you passed the old "Pursuivant Test" aka "The Baby Herald Test" you are considered grandfathered in as pursuivant herald within the Kingdom of Trimaris. We still encourage you to audit the warranting classes in order to be uptodate on the administrative side of heraldry, including more recent changes and additions.

NOTE: This class will overlap with Warranting Class #2. A lot of the information will be similar in format. To the extent of overlap, it should reinforce important concepts. In this class we should mostly be focusing on names. So it should be different in substance.

Heraldry Rules and Standards for Evaluation of Names and Armory (SENA)

This is how you find the Heraldry Rules on the sca website. There are many useful things here It can be found by going to <http://www.sca.org/>. Then click on <Activities and Events>. Then click on <Activites in the SCA>. The click on <Heraldry>. Then click on <Rules>,
or use the following link:

<http://heraldry.sca.org/regs.html>

This particular class is about names. If you don't have any prior knowledge about SCA we encourage you to read the article "What is an S.C.A. Name?" at <http://heraldry.sca.org/armory/whatis/name.html>".

Even skimming the "Standards for Evaluation of Names and Armory", short SENA, you will realize that the rules governing both name and armory registrations can quickly lead to discussions about the rules and their interpretation. Right now we just want you to get a general idea of the rules and where to look for them.

To do this we will read two articles. First, on the rule page you will find a link to an article called "Submissions Checklist for Standards for Evaluation of Names and Armory." This link can be found directly bellow:

http://heraldry.sca.org/sena_checklist.html

At this point, please read only the first section called Personal Names and the description of the appendixes at the bottom. (Please ignore the section called "Non-personal Names" for now as it is outside of the scope of this class.)

Now please read the armory slides available in either .pdf or .ppp for armory in the New Rules section. The link for each is below:

<http://heraldry.sca.org/training/names-slides.pdf>

<http://heraldry.sca.org/training/names.ppt>

Make sure you read the slides and the names selections from the Submissions check list thoroughly and that you understand them. Your evaluation will include questions regarding this material. Please feel free to send any questions you may have to the Trimarian Coracle Herald at coracle@trimaris.org. They will be able to help clarify any issues you may have understanding certain concepts.

The Submission Process

There are two types of name submissions, personal names and non-personal names, each with their own submission forms.

Personal Names are names used by individuals. In the SCA each personal name must have at minimum two name elements. The first is usually a given name like John. The second name element could be a surname (family) like Tudor, an occupational byname like “the Blacksmith,” or it could be a locative name such as “of London.” Other name elements include patronymics and matronymics indicating lineage as well as other elements indicating a relationship status. These elements are often culture and/or time period specific. In the SCA we strive to use personal names that are historically appropriate for your chosen time period and culture, ie, the name could have existed in this form in history. You will need documentation that the name you are submitting is a name that is appropriate for a certain time and place in history, that it is formed according to the standards of the time and culture it is from, and that it uses appropriate elements. All names must be registered in the Latin Script (like our English letters).

Non-personal Names are names for titles, awards, SCA branches, household names, etc. Non-Personal names are outside the scope of this class but just like personal names they must be documented as medieval name elements that are constructed in a period pattern. These patterns, of course, vary from language to language.

Submitting a name in the Kingdom of Trimaris is not difficult and follows the same steps as submitting a device. The price of a submission in Trimaris is \$10 (May 2018). You must turn in a completed submission form to either your local herald or the Lymphad Herald, the kingdom deputy herald in charge of submissions. Your name submission must include photocopies of the sources you used to document all name elements (title, author, copyright page, and page #, and/or links of webpages), unless the source is on the “No Photocopy” list. More info about the no photocopy list will be below.

You will receive a receipt for your submission and payment. You can also mail in your submission and payment. You can also mail in your submission and payment.

The entire process of evaluating and registering a heraldic submission is now completed online through OSCAR which you can find here <http://oscar.sca.org>
We encourage every local herald to sign up for an account on OSCAR to be better be able to track clients’ submissions and particularly to catch issues such as conflicts and rule violations early on in the process.

Once a submission received, Lymphad puts the submission on an Internal (Kingdom) Letter of Intent (KLols). During the time specified in the letter by Lymphad – usually one to two months - it is commented on by heralds across the kingdom and checked for conflict. At the end of the commenting period, Lymphad evaluates the commentary, and, based on that, decides to send it up to the society level or back to the submitter for more work. If the submission moves to the society level, it is put on an External Letter of Intent (Lols). The Lols is commented on by heralds across the entire known world for one to two months. After that, and unless a submission is pulled, it moves up automatically to be evaluated by the College of Heraldry. This process takes up to three months. Another month is dedicated to the creation of a final decision letter as well as another month for the proofreading of said letter. After that, all the submissions are published in an official Letters of Acceptances and Returns (LoAR).

The original submitter receives the news of their name submission through either the Seacat Herald if it has been officially registered or the Trireme Herald if it is a Return requiring changes.

If the submission was approved, this is wonderful and people are happy. If the submission was

returned, the herald should empathetically explain the college's decision and offer the submitter revisions so that the submission can be resubmitted. Trireme Herald is an invaluable resource reworking a heraldic submission to prepare it for resubmission. Resubmissions are free of charge.

If the submitter desires to change an accepted submission, it is treated like a new submission charged the normal submission fee.

The submissions process is rather involved process. Before we get into the material for this section, I would like to offer you some supplementary reading. This article is called "The Submitter's Guide to Submissions." It covers names and devices. It is offered here in case there is still some confusion as to what we are talking about. Below are links to the same article in two different formats.

<http://heraldry.sca.org/guide.doc>

<http://heraldry.sca.org/guide.pdf>

At this time make sure you explored OSCAR, and visited to trimaris.org to familiarize yourself with the kingdom heralds and their responsibilities. There are short job descriptions with each Herald's title. The Kingdom Herald's are there to help all the other heralds do their jobs. Make sure you understand the submission process described above.

There will be several questions based on it in the evaluation section. If you have any questions about the primer or any of the following resources, please email the Trimarian Coracle Herald.

Resources

Resources are essential when dealing with names. As each names element and the name pattern must be documented as historically and culturally appropriate, it is particularly important to learn the difference between a good source and a bad source. Simplified, good sources will always provide you with dates. Bad sources rarely list dates and often focus on the meaning of a name. Baby name sites and books are famously bad name references. While learning to tell the difference, the SCA has a couple of resources to help. First, they have a list called "Names Sources to Be Avoided in Documentation" - stay away from these books at all cost. Then they have a list called "Sources That Do Not Require Photocopies to Laurel" aka the "No Photocopy" list. This is not necessarily a list of the best sources, but it is a list of books the society herald's office keeps on file so it is a good place to start. Keep in mind all articles on sca.org and s-gabriel.org/ (links bellow) are on the "No Photocopy" list! The articles on sca.org and s-gabriel.org/ are the best web references for SCA names. If you are interested in becoming a name herald in the SCA, we recommend you invest in the following books: "A Dictionary of English Surnames" by Reaney, P.H. and R. M. Wilson, and "An Oxford Dictionary of English Christian Names" by Withycombe, E.G.. These two name books will cover more name submissions than you possibly realize.

List of Resources

This section is a list of online resources. Please visit each one and take note of what is offered at each. There will be several questions based on these sites in the evaluation section.

- **Online**

Main SCA heraldry website - <http://heraldry.sca.org/>

Office of the Triskele Herald - <http://trimaris.org/Herald> – Kingdom Herald's page. List of Officers with descriptions, Submissions form

SCA College of Arms - Rules and Regulations - <http://heraldry.sca.org/regs.html> – The Rules live Here!

SCA College of Arms - Name Articles - <http://heraldry.sca.org/names.html> –Names Live Here

Sources That Do Not Require Photocopies to Laurel - <http://heraldry.sca.org/admin.html#APPENDIXH> – No Photocopy List

Names Sources to Be Avoided in Documentation - <http://heraldry.sca.org/admin.html#APPENDIXF> – Wisdom, Attend!

The Academy of Saint Gabriel - <http://www.s-gabriel.org/> - This is a mecca for SCA names and resources.

A Branch Herald's Toolbox - <http://heraldry.sca.org/htoolkit.html> –Start yours today! The tools of Heraldry

Known World Heraldic & Scribal Symposium - <http://heraldry.sca.org/kwhss/2015/> - Lots of Valuable articles on all heraldry topics can be bought sca.org

Online System for Commentary and Response - <http://oscar.sca.org/index.php?action=137> – Go here to track submission and comment

- **Books**

[Withycombe] Withycombe, E.G. Oxford Dictionary of English Christian Names. - A Standard English given name book. Cheep on Amazon. \$0.01 used

[R&W or Reaney and Wilson] Reaney, P.H. and R. M. Wilson. A Dictionary of English Surnames. - A standard English surname book. Cheep on Amazon. \$6 used

Customer Service

This is both the easy, and hard, part of working with armory or name submissions. True - you have to learn the heraldry, but then you have to do the hard work of helping people. I strongly suggest that after this class you go to Herald's Point at a kingdom event and help out. You will learn more by helping other people than you will ever learn by reading. The other advantage to helping people with heraldry at Herald's Point, is that more experienced heralds usually hang out there so you can ask questions if you don't know something. Plus you get to meet a whole bunch of really interesting people and maybe even make new friends!

The important thing to remember is that you are there to help the client/submitter through the submission process. Your job is to help them pass what –they- want within the frame work of the rules. You don't have to like or agree with their submission. Just make the submitter happy. As heralds we work with the whole range of people we find in the world. Some are wonderfully easy-going folks. Some are more challenging and difficult to please. It is important to treat everyone with understanding and kindness and to offer guidance and support but no judgment. If you do this, you will be doing great. In the spirit of offering extra help with dealing with people

here is a short video offering some good ideas <<https://youtu.be/J8nnj0Rebng>>.

Try to remember the following:

- Don't insult the submitter or what they have designed; they aren't heralds.
- Offer constructive suggestions for change.
- Speak English, do not overload the submitter with Heraldic Jargon.
- Don't make them feel like it's them against the Mean Ol' College; make them feel like you are on his side, and that the College is not some tyrannical dictatorship.

Commenting

Submissions on KLols (Kingdom Letters of Intent) and Lols (Letters of Intent) are commented on by heralds from both within and without our Kingdom. Commenting is an important job that is unfortunately neglected by many heralds. The commenting sessions, online and in real meetings, are important tools during the submission process. Two eyes see more than one, and with the help of many heralds we can identify problems and conflicts of device and or name submissions much more quickly. Not only will you be providing a great service to the many heraldic clients but you will also learn more about the rules, their application, and much more heraldic knowledge. Commenting heralds are better heralds!

In this section you need to get your feet wet in commenting. This may involve lots of questions so be sure to email questions to the Trimarian Coracle Herald < [HYPERLINK "mailto:coracle@trimaris.org"](mailto:coracle@trimaris.org) coracle@trimaris.org >.

Remember to sign up for an account first "<http://oscar.sca.org/newuser.html>". Once you have done this, Triskele Herald will receive a notification and approve your account. Once approved, log in and go to the KLols (Kingdom) section. See if Trimaris has a letter up. If not, see if it will let you read another letter. Click on the letter. You will see different submissions, read through them. If you have commenting ability from Triskele Herald (you may be limited to within your own kingdom), you will see the comments as well. If you see them, read, and try to understand them.

Typical comments include: links work/don't work, documentation actually matches/does not match the submission; does the submissions break any rules?

When commenting always be polite and kind. If you have problems with someone while commenting on OSCAR, feel free to talk with your kingdoms principle herald. There is a lot in this section make sure you understand it and have looked at some letters in OSCAR. Take advantage of the Coracle Herald so you can get an idea of what commenting is.

3. The Evaluation

Answer the following questions to the best of your knowledge without copying directly from the sources.

Create an answer file in .txt, .doc, or .pdf format OR type the answers into the body of an email. Email your answers to Coracle@trimaris.org

Make sure to include the following information:

Subject line: Trimarian Heraldic Online Self-Study Program "Warranting Class 1"

Your SCA Name

Your Mundane Name

Your local group

(If you are delivering your answer sheet for evaluation in person, please make sure to include contact information such as name, email address and/or phone number)

- 1. What is SENA?**
- 2. Who is the current Lymphad and what are their responsibilities?**
- 3. What is the minimum number of name elements required for an SCA name and in what script must they be registered?**
- 4. What does it SENA mean when it says 'a name phrase must be generally consistent with a single time and place?'**
- 5. What are some ways a name can be clear of conflict?**
- 6. Briefly describe the difference between a personal name and non-personal name?**
- 7. How much does a Heraldic submission cost in Trimaris?**
- 8. What should one photocopy to send in with a name submission form?**
- 9. How long does the society College of Heraldry take to comment on the SCA level Lols?**
- 10. What two name sources should every name herald probably buy?**
- 11. Are baby name books and websites good sources for SCA names?**
- 12. Go to "The Academy of Saint Gabriel" and copy the name of three name articles.**
- 13. Go to the "SCA College of Arms - Name Articles" and copy the name of three name articles.**
- 14. Describe the manner in which you help SCA heraldic submitters or clients.**
- 15. Summarize and describe your experience with the commenting section in OSCAR. Perhaps tell about different comment you read or made. You might ask questions to clarify the commenting process.**
- 16. Please describe your experience. Feel free to ask questions or supply comments. Tell us what you learned. This is place for correspondence with the Coracle. This is an avenue for you to get what you could not get from reading the text.**