

A&S Documentation Made Simple

by Marion, Leoncina da Susa

Introduction:

State what the item is and why you created it.

Example – This is a Baronial Scroll for Lord Hoozy Glump from the Shire of BFE.

Materials:

List the Materials you used. Use bullets. When necessary, site your substitutions from period materials, and give reasons for the substitution. Site your references with subscript numbers to indicate where your sources came from. These sources will be listed in your bibliography, and the superscript number will correspond to your bibliography item number.

Example:

My Materials

- ◆ #2 Graphite Pencil
- ◆ Heavy weight Parchment Paper
- ◆ Gouache Pigments
- ◆ Speedball Carbon Black India Ink
- ◆ Nylon Bristle Brushes

Period Materials

- Silver Point lead ¹
- Goat/Sheep Skin Parchment ¹
- mineral pigments in an Egg tempera base¹
- Carbon Black or Oak Gall ink ³
- Squirrel Tail Brushes ⁴

I used Parchment paper rather than actual parchment because it is much more readily available, and much less expensive. Gouache pigments are a close substitution to period and allow for ease of use while maintaining a reasonable appearance, and not exposing the modern artist to hazardous substances in the powder form (ie white lead). I used India ink because it is a good representation, easily accessible and did not require the finding of, and preparation of Oak galls. I used nylon brushes for their durability and smooth application of the pigments. Yadda Yadda Yadda...

Methods:

Use this section to tell us what you did, and how you did it. If possible, site differences in your steps from period steps and identify your source.

Example:

1. I prepared my parchment by drawing the design in lead and lining the area that was to be written upon.
2. I wrote in the text of the document using the hand known as "uncials".
3. I painted in the image.

Conclusion:

In my conclusion I like to write about what I learned during the course of the project, what I might change should I choose to do the project again, and what I would do the same. This can often give the judges a measure of your own feelings of success. After I completed my Minever paintbrushes, I concluded that I would NEVER use them again, even though I had learned a lot and the project was a good experience. The experience itself became the real outcome of the project – the brushes were just the vehicles to my learning. That fact was important for my judges to know.

Bibliography:

Using whatever format you were taught, site your sources. Remember, it is best to use primary sources where available. For books, make sure to site the author, title, publishing date, and publisher. Web sites should list the entire title of the site, author or web designer, and the full address of the web-site. Make sure that all site addresses are complete so someone can access that site if they want to.

Sources are either primary, secondary, or tertiary.

Primary – written, created, or made in the age you are researching. Ex: a dress pulled out of a bog from the era of the Bayou tapestry.

Secondary – a painting, image or letter written or created during that time period, or a description that a researcher wrote about the dress they pulled out of the bog. Ex: looking at the image of a dress on the bayou tapestry or sighting an article written by the researcher that looked at the bog dress.

Tertiary – a modern article about the dress from the bayou tapestry or an article sighting another article written about the bayou tapestry dress.

Appendices:

This is where you can include all the “other” interesting stuff you site in your summary. Pictures of the original item, copied pages from the books you used, examples of the items use in period, complete web sites etc. Make sure you put Tabs or Labels on these pages, and highlight the important info on each page.

I like to put indicators in my summary of what tab the judge can access for more info. Or, you can label your tabs with titles like “Minever Brushes”, or “Period Pigments”. This gives the judge a quick reference guide to what you have to offer.

Always remember: cover all the details in as concise a method as possible.