



Coptic Scholar

Instructions for Readers, Authors and Publishers

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General Questions

What is Coptic Scholar?

It is an ebook platform & self-publishing app to read and distribute books, magazines and articles in an electronic format.

Who may use Coptic Scholar?

Coptic Scholar was designed to read electronic books on your phone at any time. Authors and publishers may self-publish and sell their books worldwide.

How to get Coptic Scholar App?

You may download this app from App Store and Google Play.



How much does it cost?

This app is free. All free books are available for all readers. Books for sale require purchase to be able to read. The author or publishers are the one who put the price of their own books.

Who is the developer of this App and program?

This app is developed by Holy Sophia University, the Coptic Orthodox University located in the U.S.A. Its President is His Holiness Pope Tawadros II. The Vice-President is HG Bishop David of the Coptic Orthodox Diocese of New York & New England. Its administration dean is Fr. Abraham Azmy. The app is continuously maintained by one of the companies specialized in ebook programming.

How does this app protect the copyright of the published material?

Every book or material published on Coptic Scholar is given an international number called CSBN (Coptic Scholar Book Number) designed exclusively for Coptic Scholar program. For security reasons, any copyright purposes.

How does this app protect the privacy of the users?

Any information or transaction associated with any book sale is coded and is not saved in any form after completing the transaction.

As an author or publisher, how much royalties do you get from Coptic Scholar?

After paying all appropriate fees to Apple, Google, and the 3% fees of using the bank credit card process, you will get 80 percent of the revenue generated by the sale of your Book.

Do all ebooks have the same features on Coptic Scholar app?

No. There are two kinds of ebooks format. The first one has a fixed format and is derived from pdf files. Every page has a fixed format of text and photos if available. There is no text flow or capability to increase the size of the font. You can only zoom in to better read the book. In this case, you need to move the page around to read it. This kind of books is used in books with graphics or pictures to maintain their format. The other kind uses text-flow capability to enlarge or reduce the font. It has many features such as using highlight in the book or underlines. You may write your own notes, bookmarks, etc.

Coptic Scholar uses both kinds of ebooks. It is up to the author or publisher to choose which format that could be used for each book.

A page from the book of “**Agpeya in Pictures**”, that was produced in a fixed format from a pdf file.

12

The First Hour

PSALM 1

Blessed is the man who has not walked in the counsel of the ungodly, and has not stood in the way of the sinners, and has not sat in the seat of the evil men. But his will is in the law of the Lord; and in His law he shall meditate day and night. **He shall be like the tree which is planted by the streams of water, which shall yield its fruit in its due season, and its leaf shall not scatter,**



and in everything he does he prospers. Not so are the ungodly, not so; but rather they are like the chaff which the wind scatters upon the face of the earth. Therefore, the ungodly shall not stand in judgment, nor the sinners in the council of the righteous. For the Lord knows the way of the righteous; but the way of the ungodly shall perish.

ALLELUIA.

Understanding Coptic Scholar App

Download Coptic Scholar app from App Store or Google Play



You need to create an account to use this app and service

SKIP

Welcome
Signup to enjoy the App

Enter Name




Enter Email

Enter Password

Enter Phonenumber

Accept Term & Condition

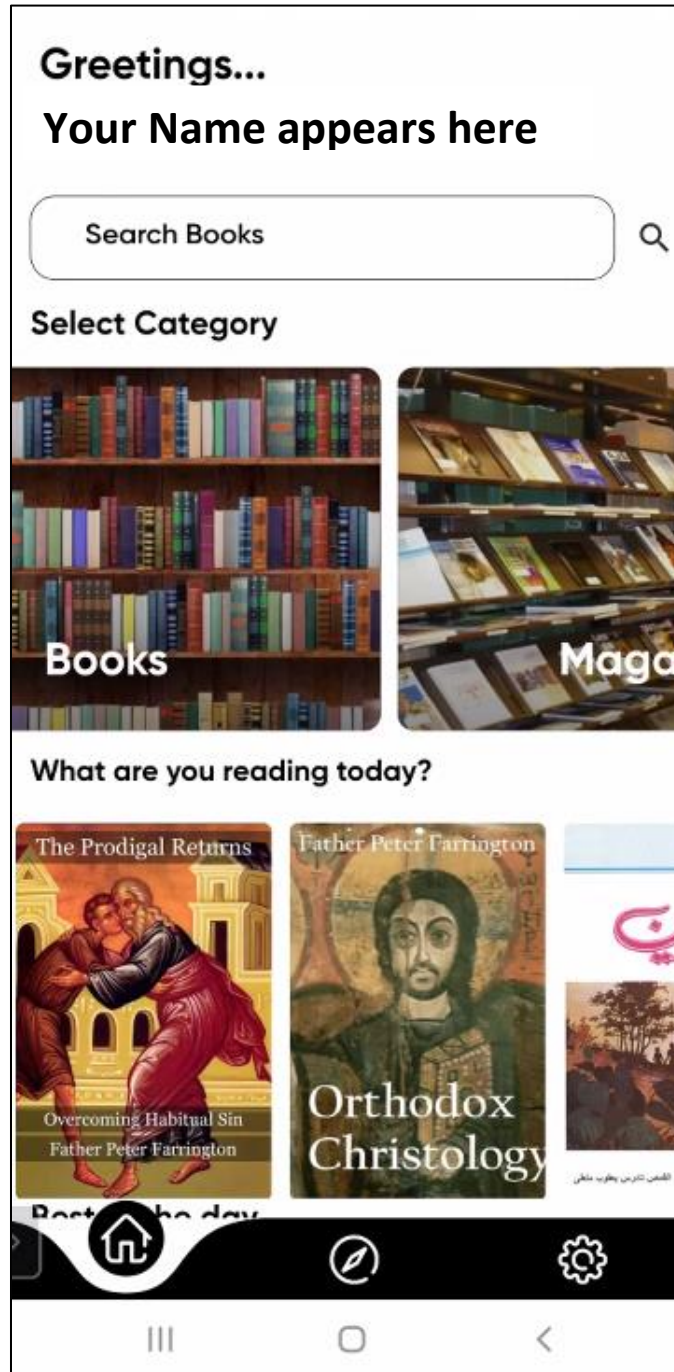
SignUp

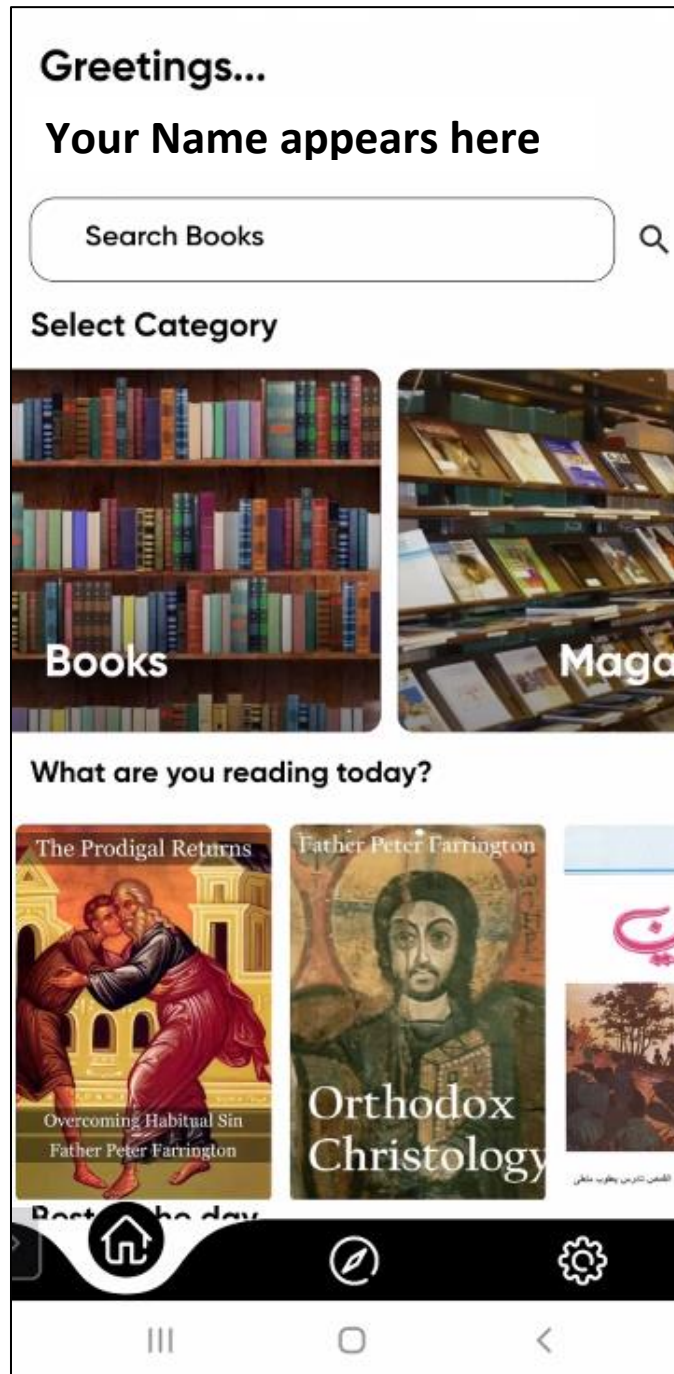
Already have an account?

The image shows a mobile app registration screen. At the top right, there is a "SKIP" link. Below it, the text "Welcome Signup to enjoy the App" is displayed. There are four input fields for "Enter Name", "Enter Email", "Enter Password", and "Enter Phonenumber". Below these fields is a checkbox labeled "Accept Term & Condition". A large, dark "SignUp" button is centered below the checkbox. At the bottom, there are three social media icons: Google, Facebook, and Apple. Below the icons, the text "Already have an account?" is visible.

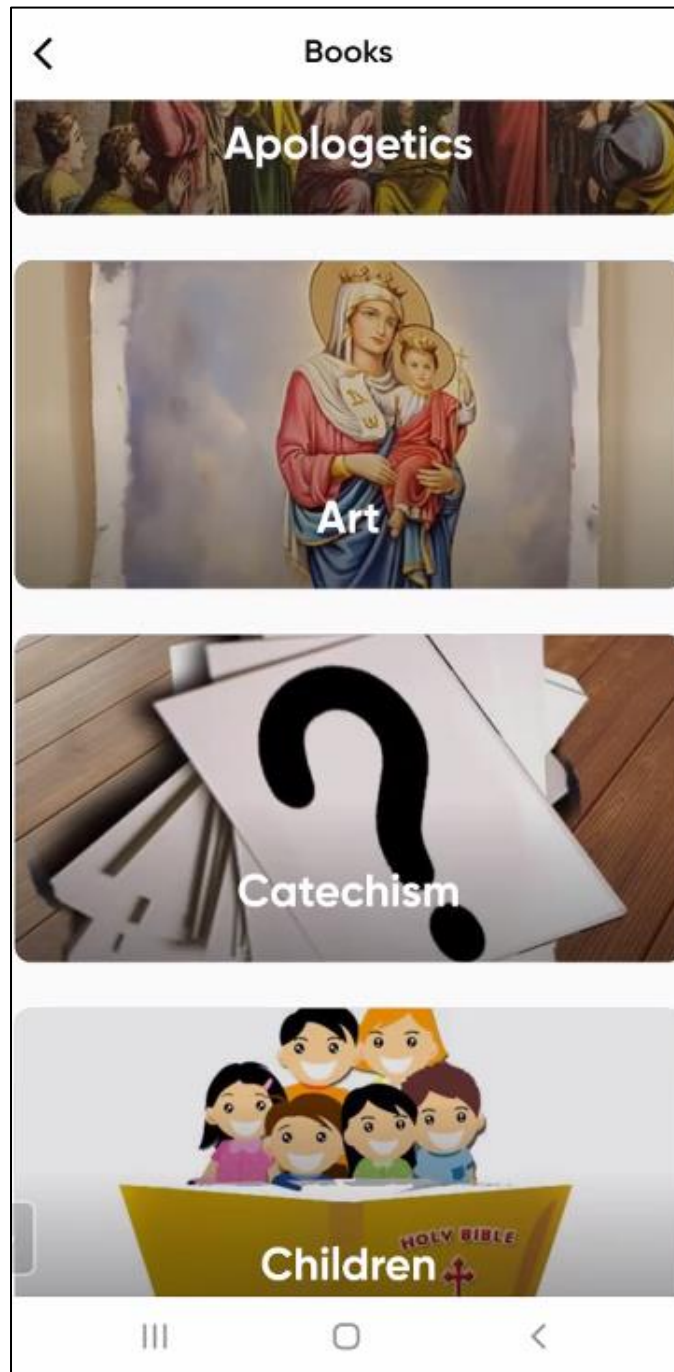
Once you create your account, you will be able to use all features of the app and service



You can go to any category of (**Books, Magazines, Research, Articles**) to open their own sub-categories



For example, when you open the Category of Books, you will see all Sub-Categories arranged alphabetically



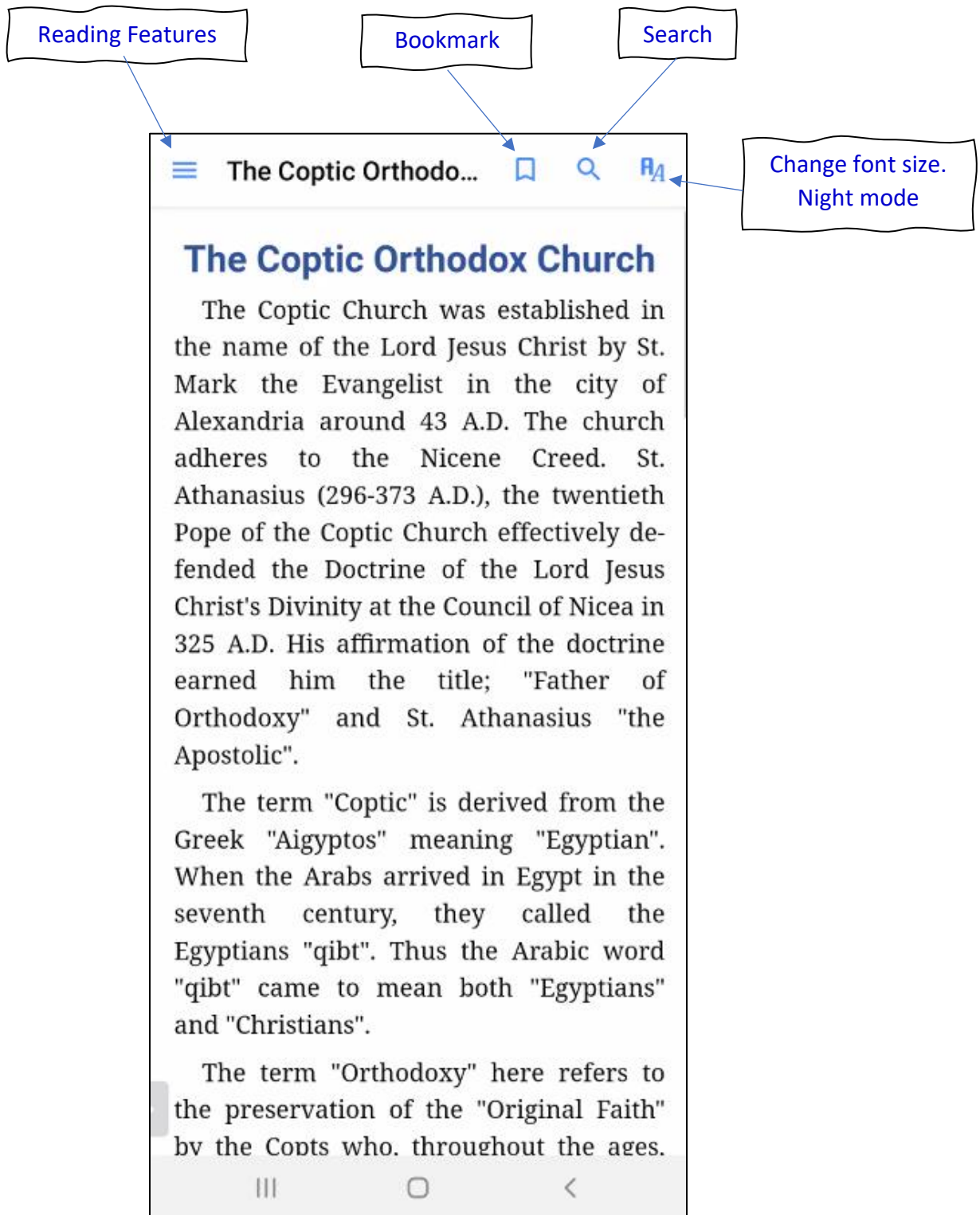
When you open a Sub-Category such as “Faith”, you will see all books there. You will notice that every book has its own CSBN number for copyright purposes.



If you want to open the book of “The Coptic Orthodox Church”, as being one of the text-flow books, just click on its name, then READ.

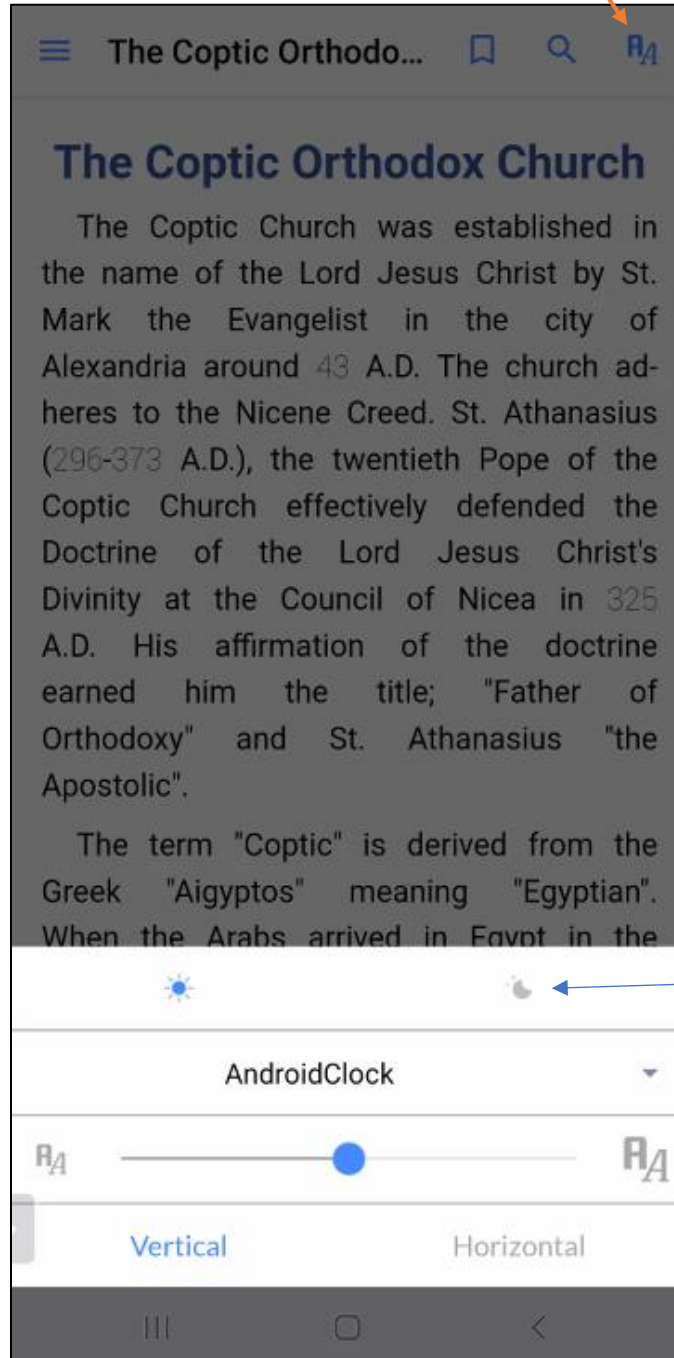


You can see all features as below



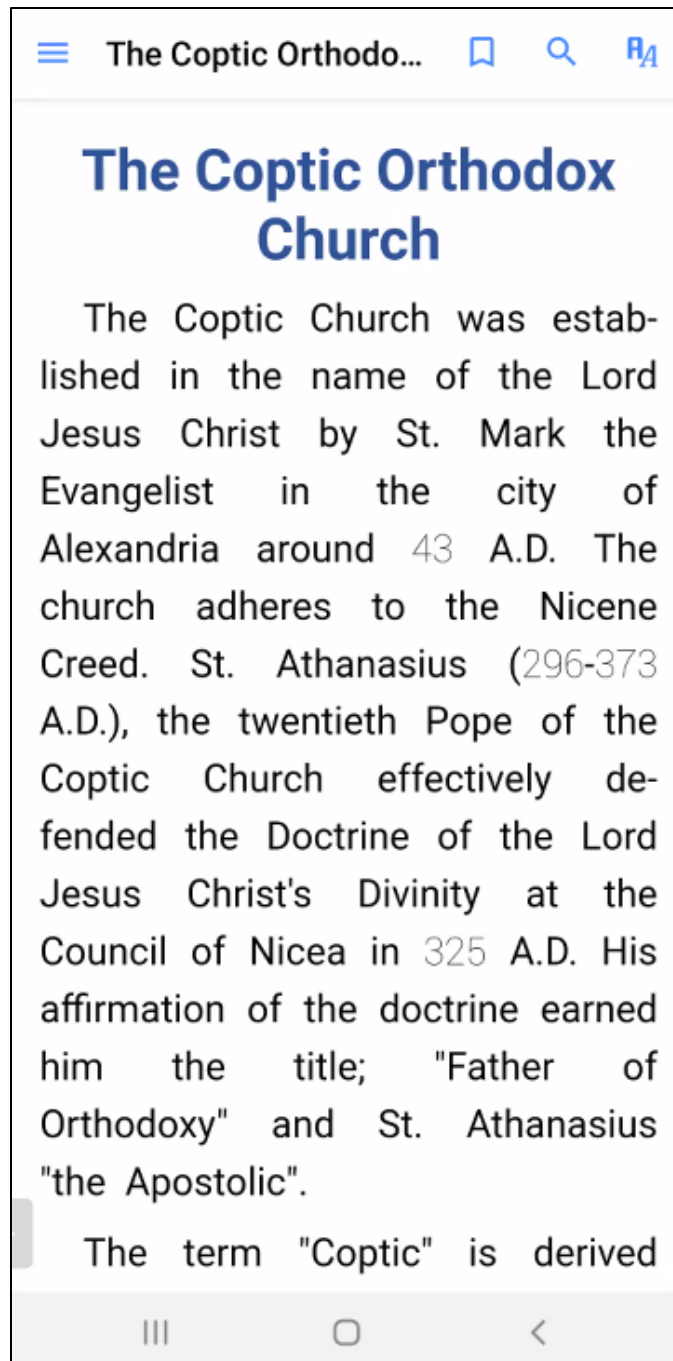
Change font size.
Night mode

You may change the font size by sliding the bar

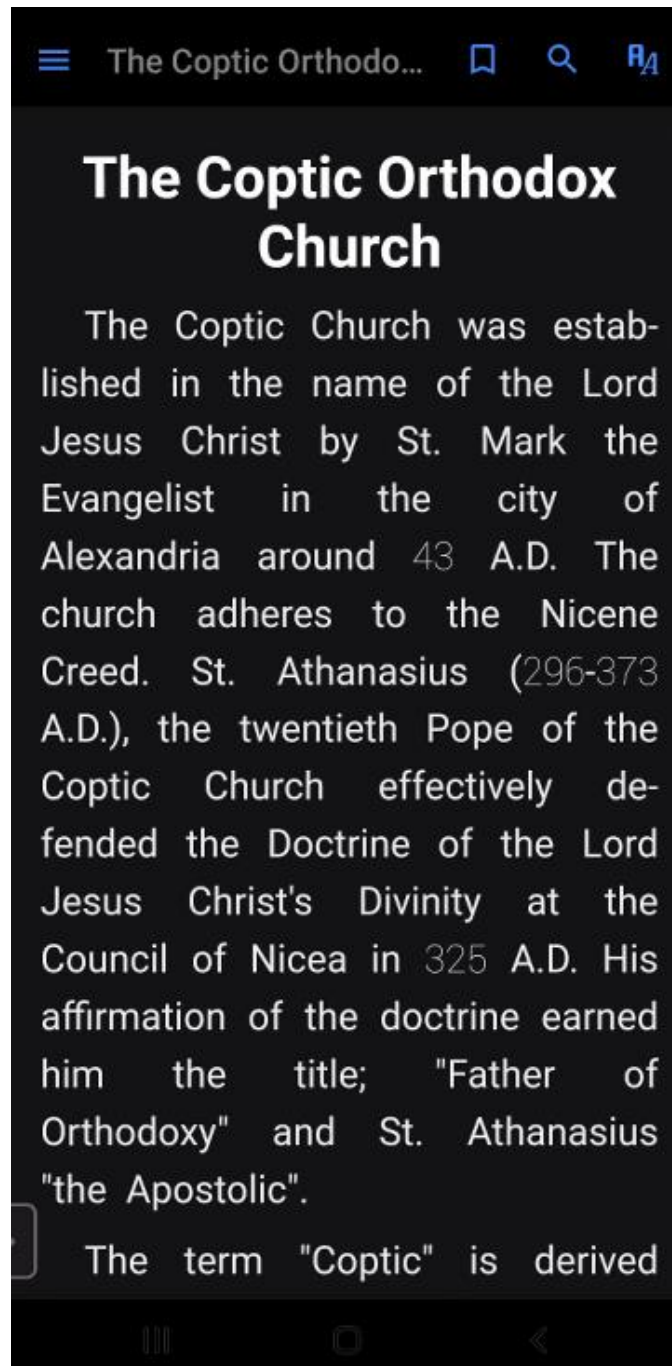


Night mode

The font size is increased



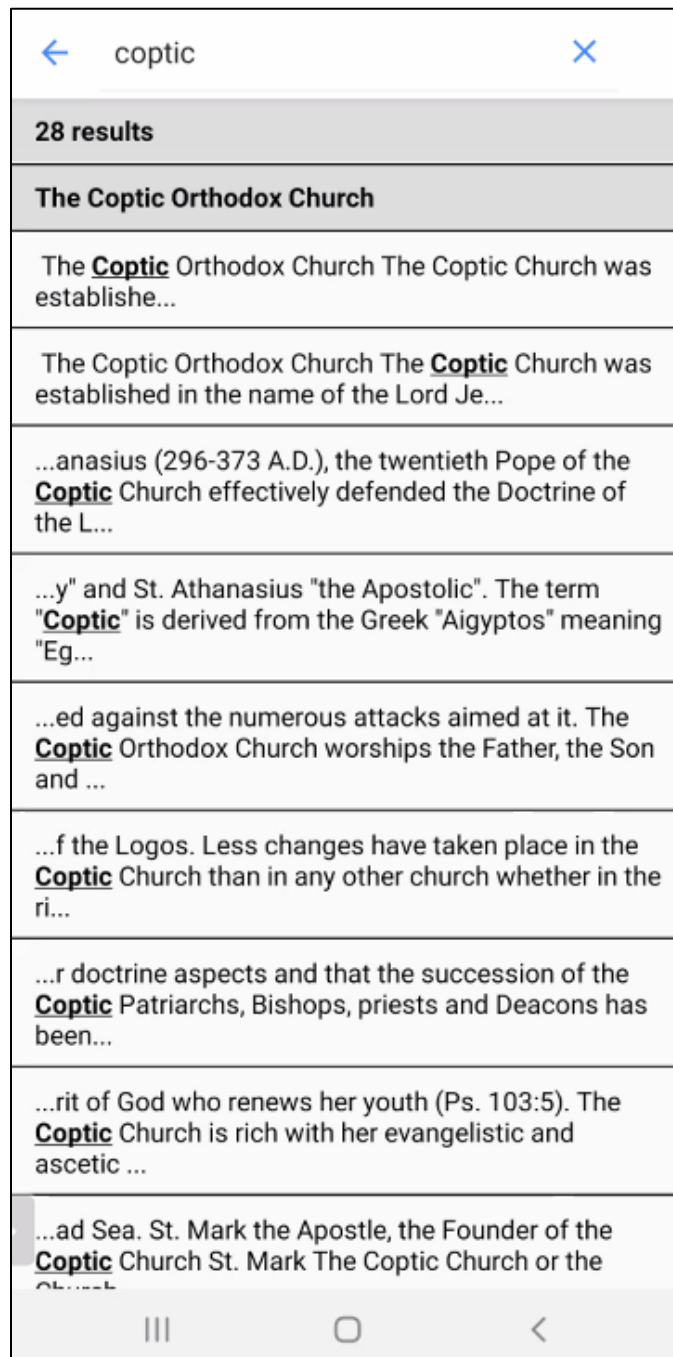
The night mode



Searching for the word "Coptic".



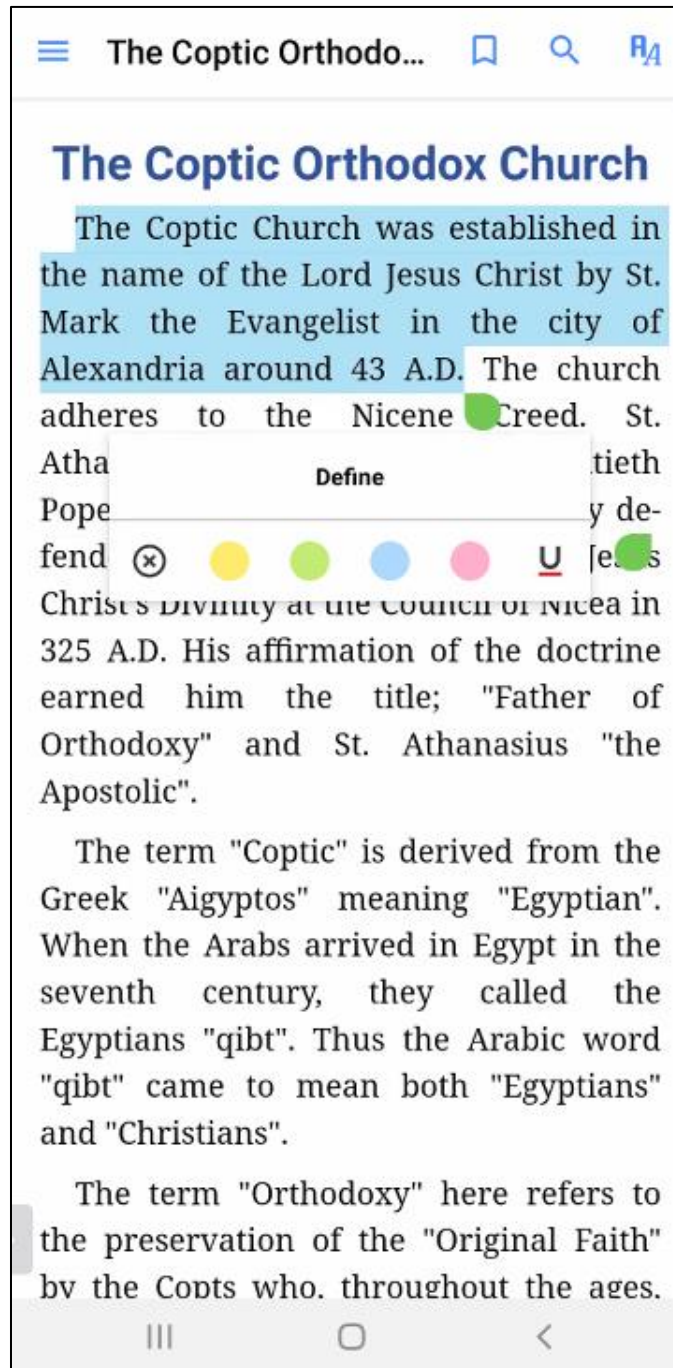
When you click on any result, it will take you to that page.



Reading Features

The reader may customize any of these features. He may use highlights, underlines, Bookmarks, or write own notes.

When you choose any text, you may add highlights or underline



You may do the same with any sentence

☰ The Coptic Orthodo...
🔖 🔍 🌐

The Coptic Orthodox Church

The Coptic Church was established in the name of the Lord Jesus Christ by St. Mark the Evangelist in the city of Alexandria around 43 A.D. The church adheres to the Nicene Creed. St. Athanasius (296-373 A.D.), the twentieth Pope of the Coptic Church effectively defended the Doctrine of the Lord Jesus Christ's Divinity at the Council of Nicea in 325 A.D. His affirmation of the doctrine earned him the title; "Father of Orthodoxy" and St. Athanasius "the Apostolic".

The term "Coptic" is derived from the Greek "Aigyptos" meaning "Egyptian". When the Arabs arrived in Egypt in the seventh century, they called the Egyptians "qibt". Thus the Arabic word "qibt" came to mean both "Egyptians" and "Christians".

The term "Orthodoxy" here refers to the preservation of the "Original Faith" by the Copts who. throughout the ages.

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You may also find the definition of any word by using “Define”

Alexandria around 43 A.D. The church adheres to the Nicene Creed. St. Athanasius (296-373 A.D.), the twentieth Pope of the Coptic Church effectively defended the Doctrine of the Lord Jesus Christ's Divinity at the Council of Nicea in 325 A.D. His affirmation of the doctrine earned him the title; "Father of Orthodoxy" and St. Athanasius "the Apostolic".

The term "Coptic" is derived from the Greek "Aiguptos" meaning "Egyptian".

Define

U p in the ed the

U pic word

quid came to mean both Egyptians" and "Christians".

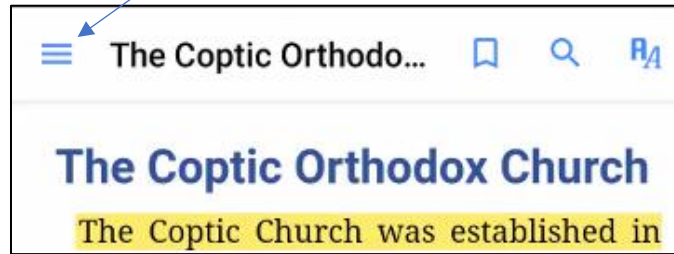
The term "Orthodoxy" here refers to the preservation of the "Original Faith" by the Copts who, throughout the ages, defended the Old Creed against the numerous attacks aimed at it.

The Coptic Orthodox Church worships the Father, the Son and the Holy Spirit in the Oneness of Nature. We believe in One God; Father, Son and Holy Spirit, three equal Co-Essential and Co-Indwelling Hypostasis (Persons). The Blessed and Holy Trinity is our One God. We Believe

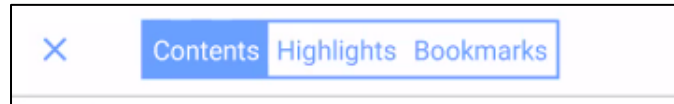
The word “Coptic” is defined



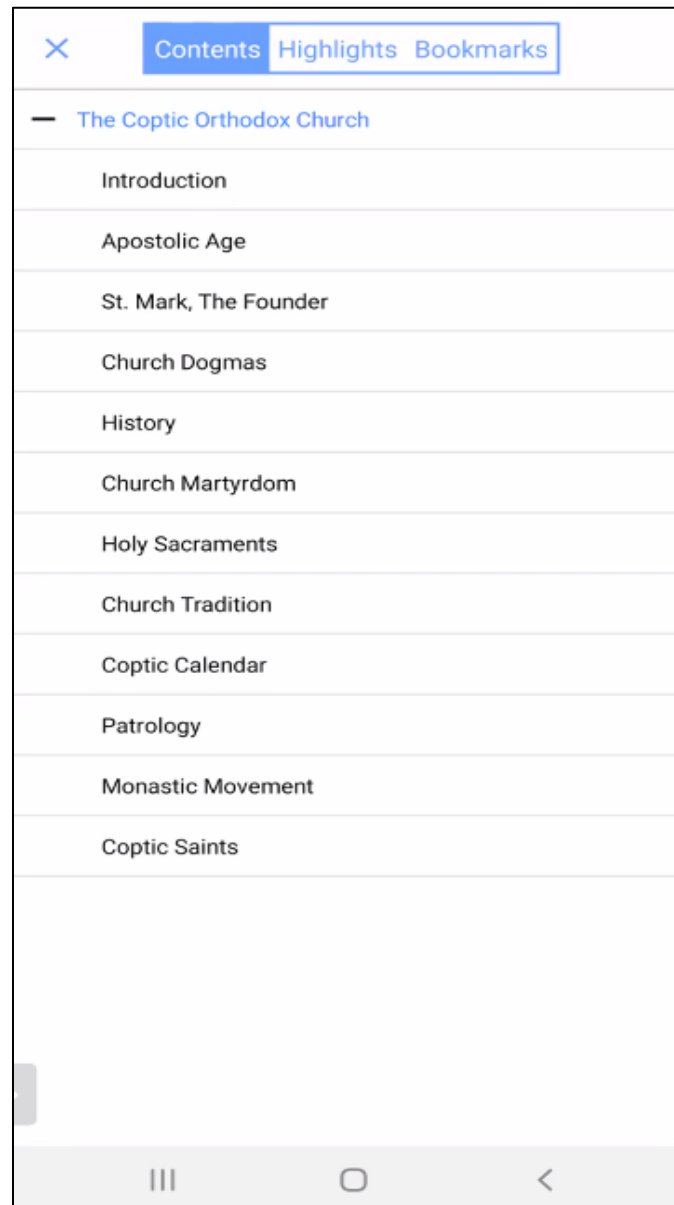
You may open the Reading Features from here



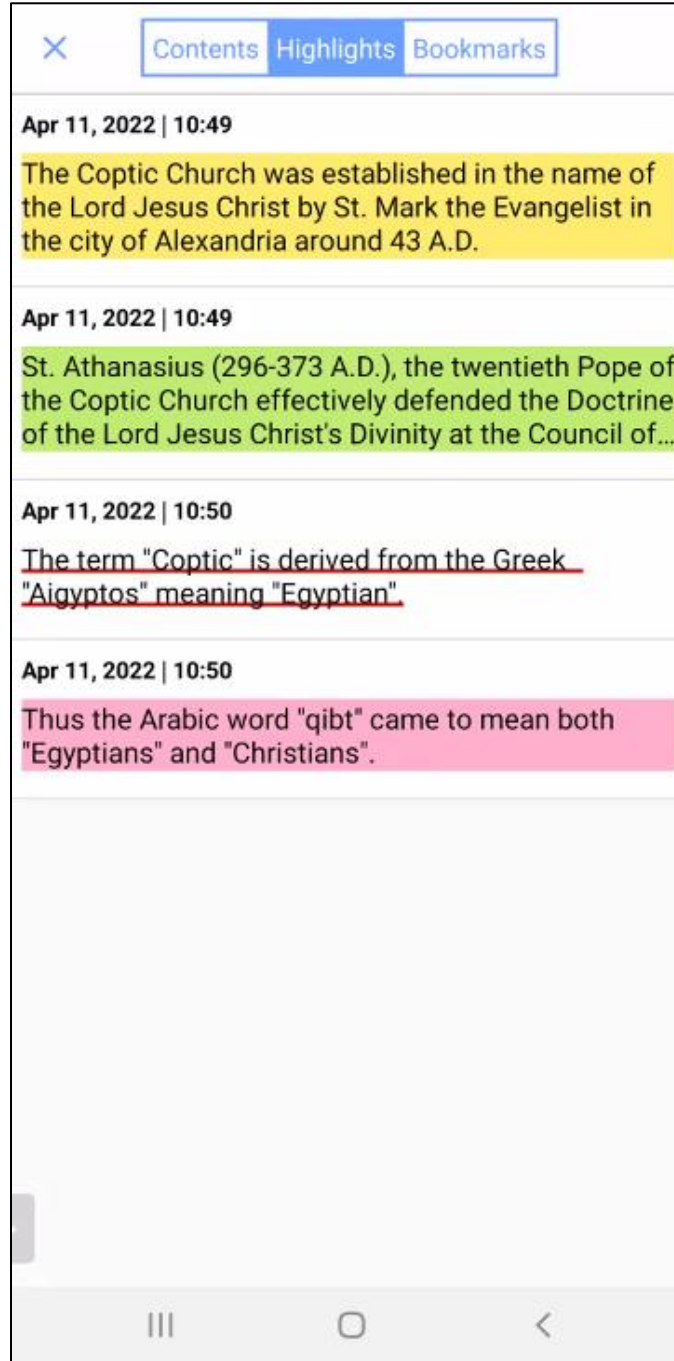
You will find 3 options: **Contents**, **Highlights**, and **Bookmarks**.



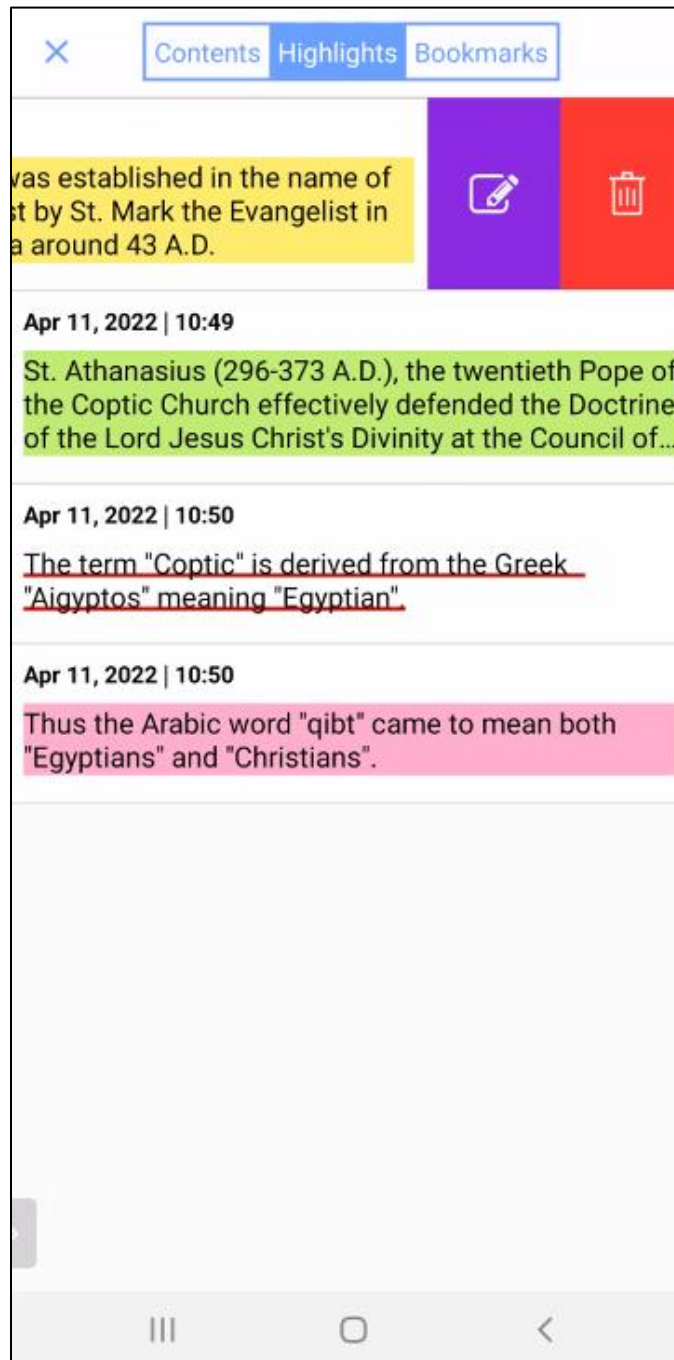
When you open the Contents, you can choose any chapter to go to



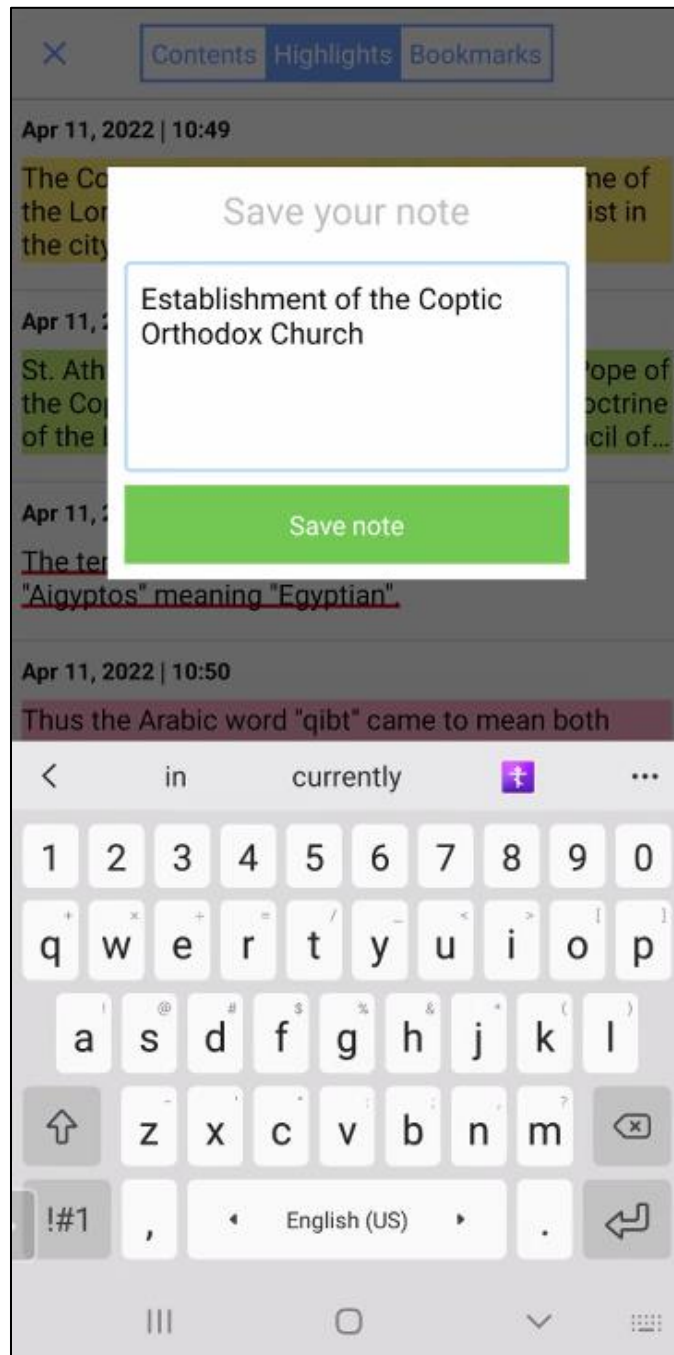
When you click on Highlights, you can see all your highlights. When you click on any highlight, it will take you there.



When you slide any highlight to the left, you will have 2 choices, either you delete the highlight, or you choose to write your own notes



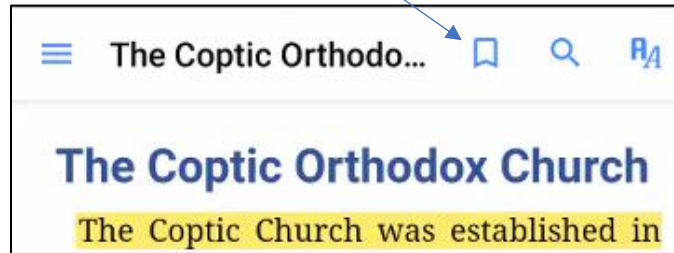
On clicking on **Delete**, the highlight will be deleted. On clicking on **Notes**, you can write your own notes. Do not forget to save your note.



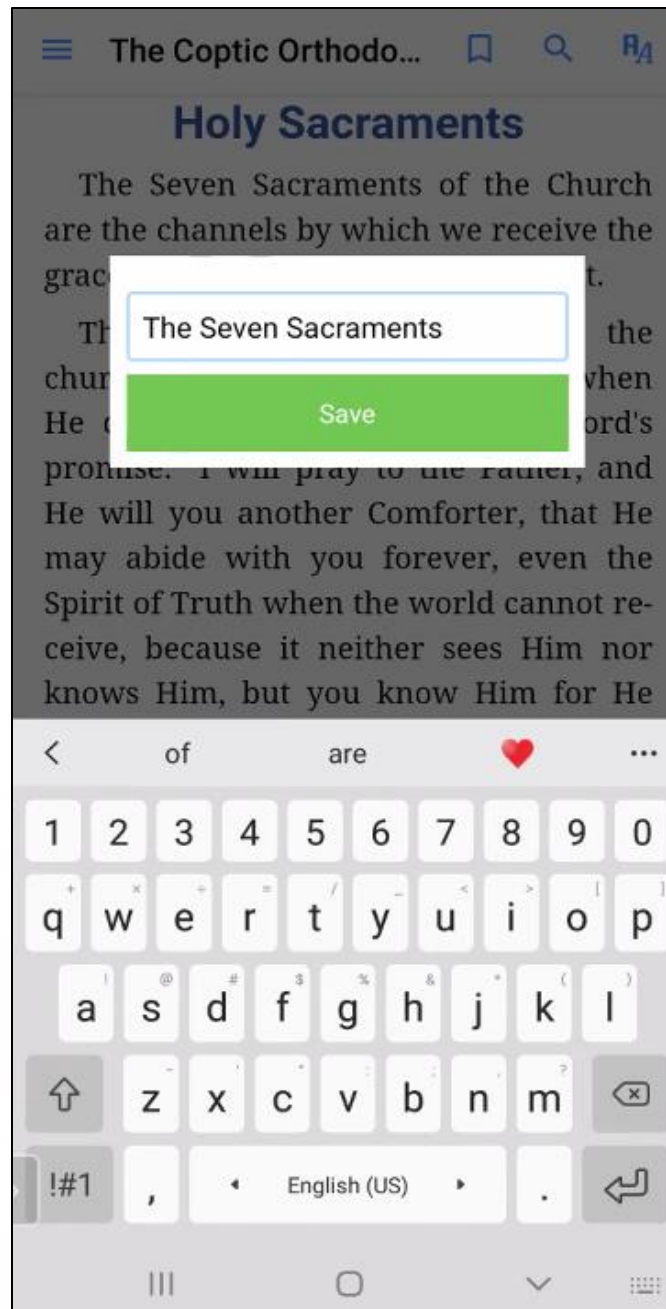
After saving, you will see your own notes underneath the highlighted sentence (the yellow one here).

The screenshot shows a mobile application interface with a top navigation bar containing three tabs: 'Contents', 'Highlights', and 'Bookmarks'. The 'Highlights' tab is selected. Below the navigation bar, there is a list of notes, each starting with a date and time stamp: 'Apr 11, 2022 | 10:49'. The first note has a yellow highlight and reads: 'The Coptic Church was established in the name of the Lord Jesus Christ by St. Mark the Evangelist in the city of Alexandria around 43 A.D.' Below this note is the text 'Establishment of the Coptic Orthodox Church'. The second note has a green highlight and reads: 'St. Athanasius (296-373 A.D.), the twentieth Pope of the Coptic Church effectively defended the Doctrine of the Lord Jesus Christ's Divinity at the Council of...'. The third note has a white background and reads: 'The term "Coptic" is derived from the Greek "Aigyptos" meaning "Egyptian"'. The fourth note has a pink highlight and reads: 'Thus the Arabic word "qibt" came to mean both "Egyptians" and "Christians"'. At the bottom of the screen, there is a navigation bar with three icons: a vertical bar, a circle, and a left-pointing arrow.

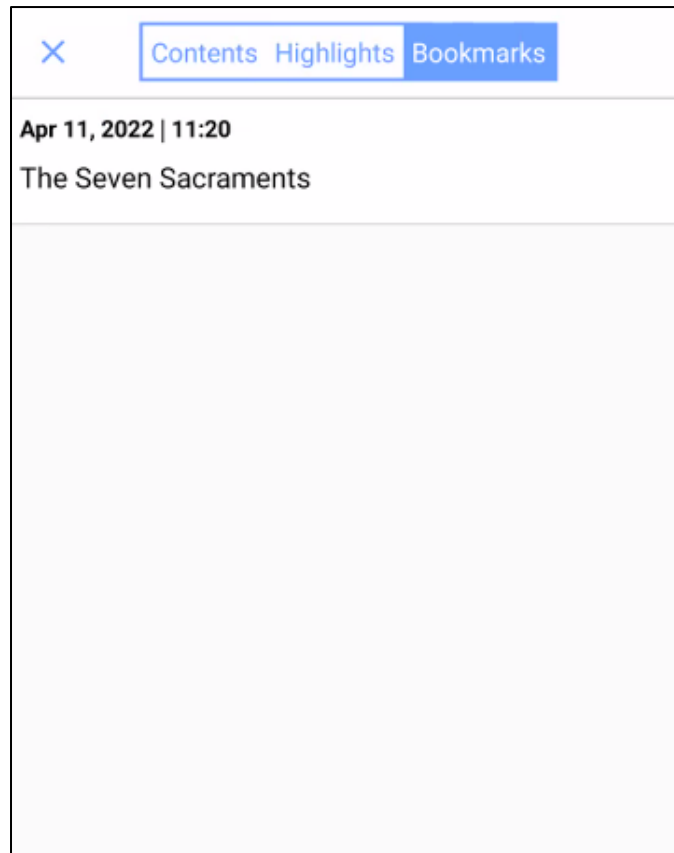
If you would like to add Bookmarks, you can do so by clicking on the Bookmark sign.



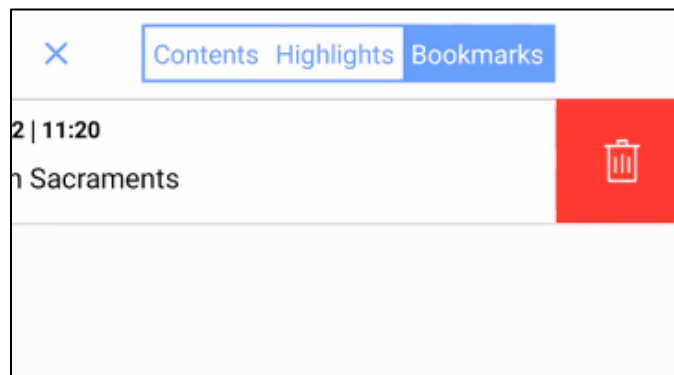
This will open a window for Bookmarks



If you go to the Bookmarks tab, you will find all your bookmarks. From there, you can go to any of them.



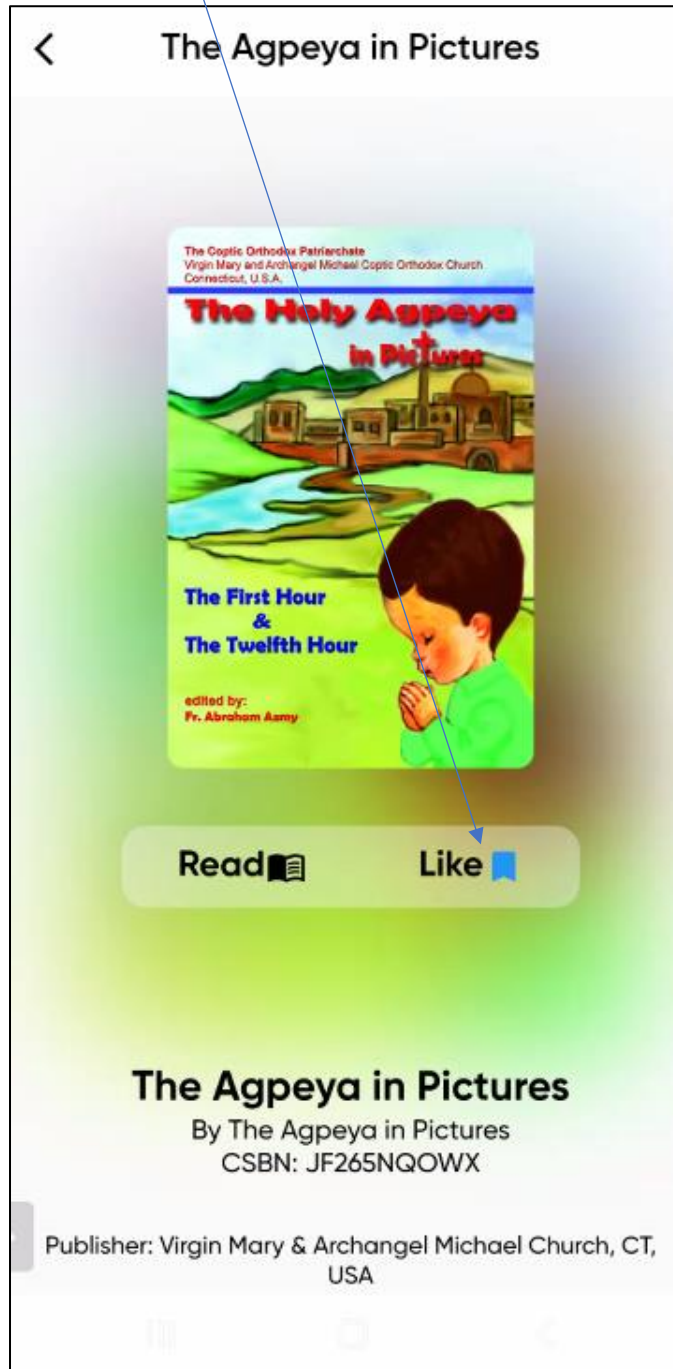
If you move it to the left side, you can delete it.



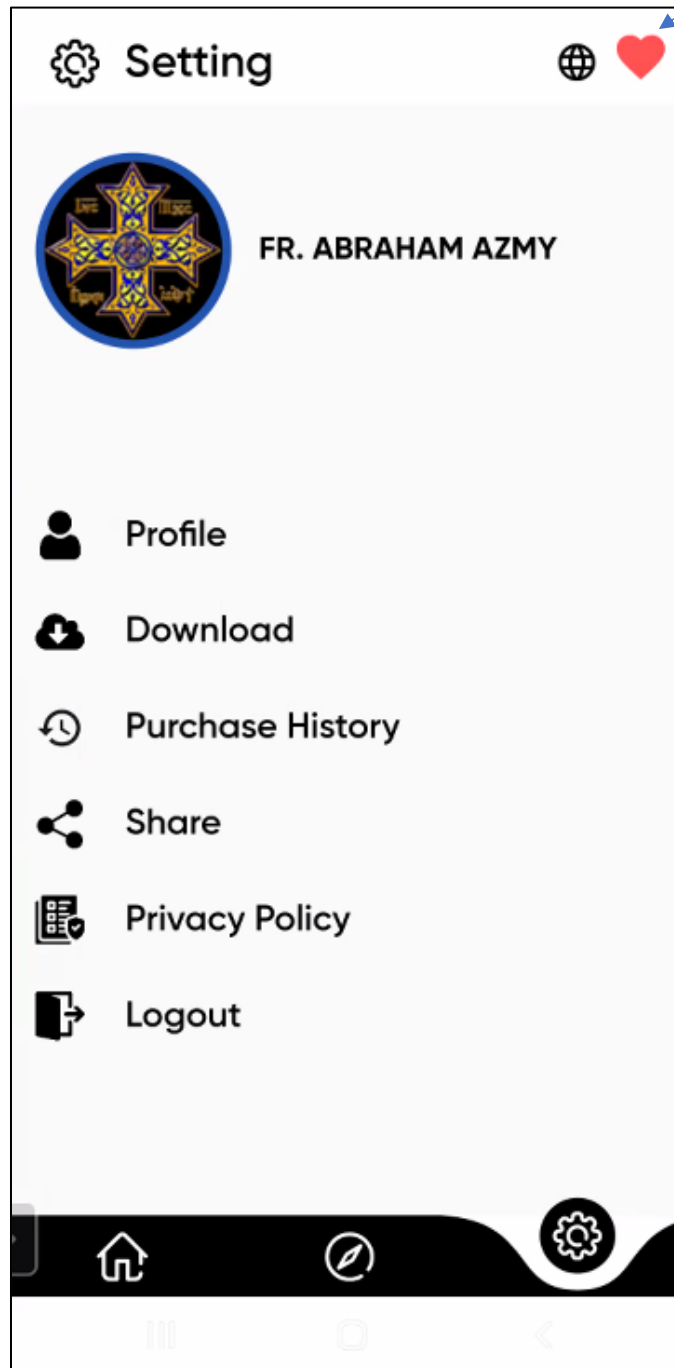
Coptic Scholar will remind you all the time to continue your reading from where you stopped.



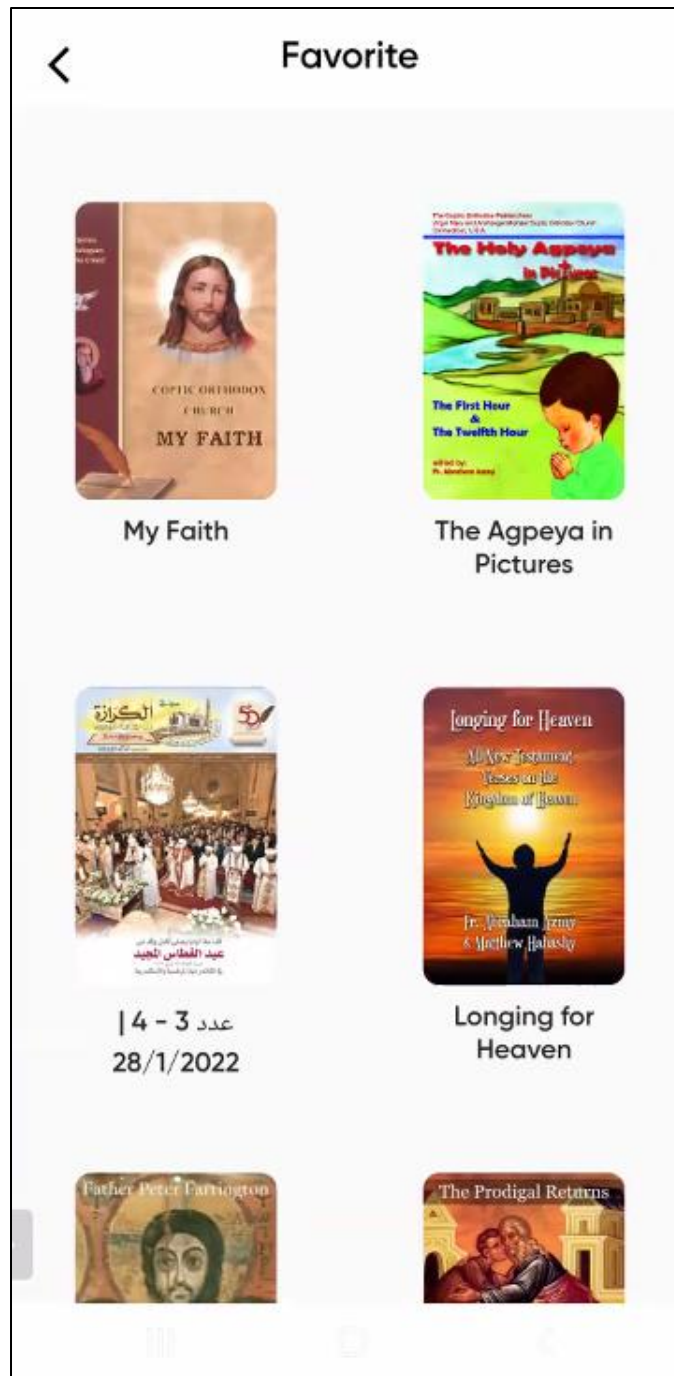
Every time you click on “Like” of any book, it will be added to your library.



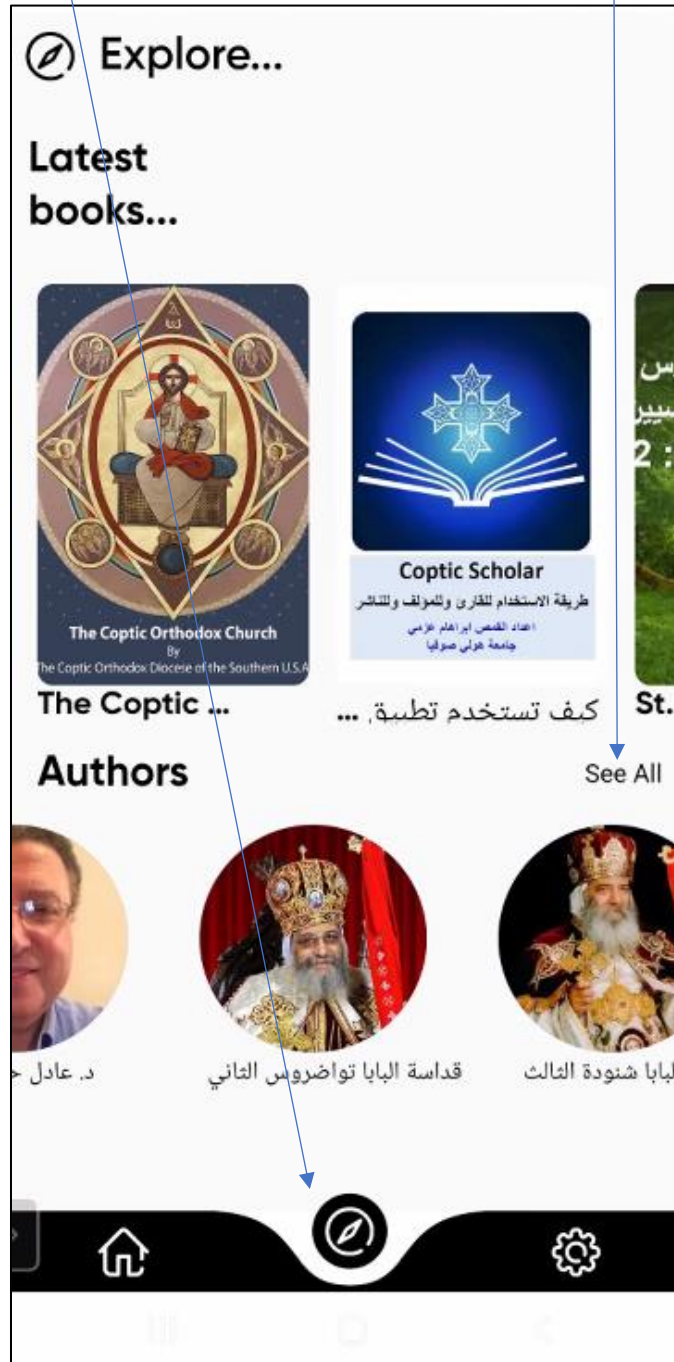
You can find your Library, by going to setting, then clicking on the **Red Heart** to see all books you added to your digital library.



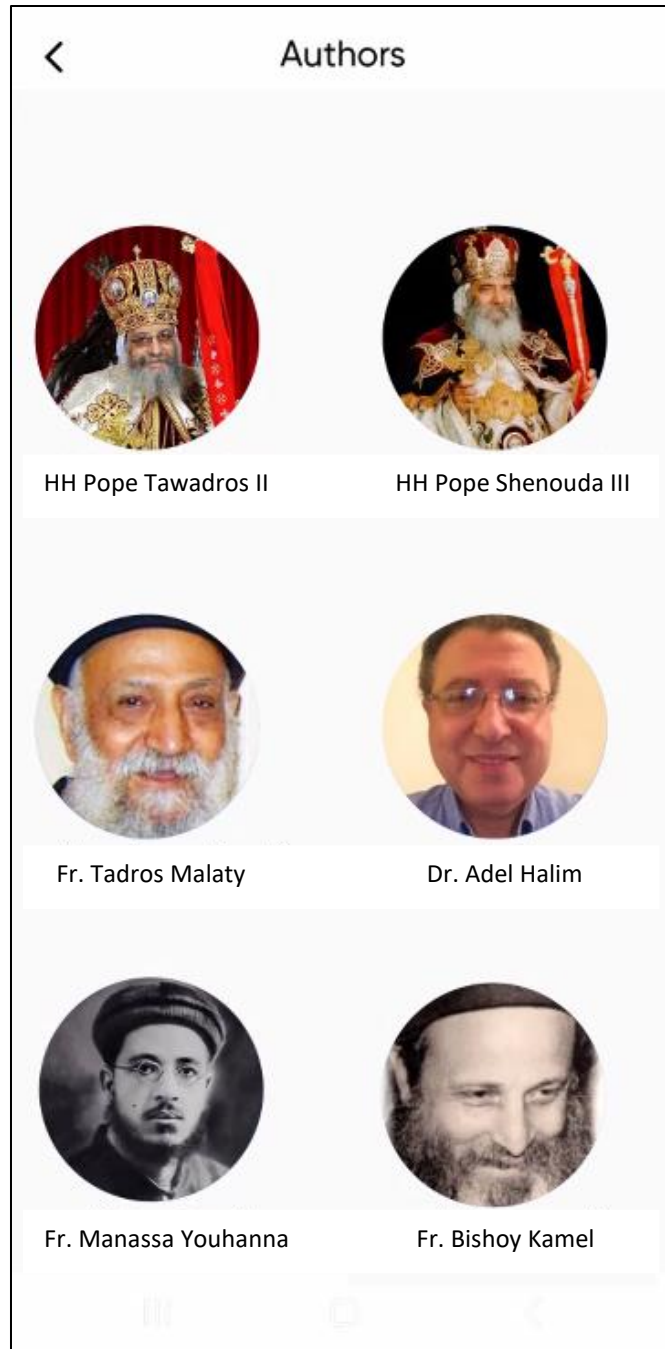
For example, this is your digital library:



If you want to see all authors on Coptic Scholar, you need to click on the middle tab of the app, then choose **See All**.



This will open all authors' page.



For Authors & Publishers

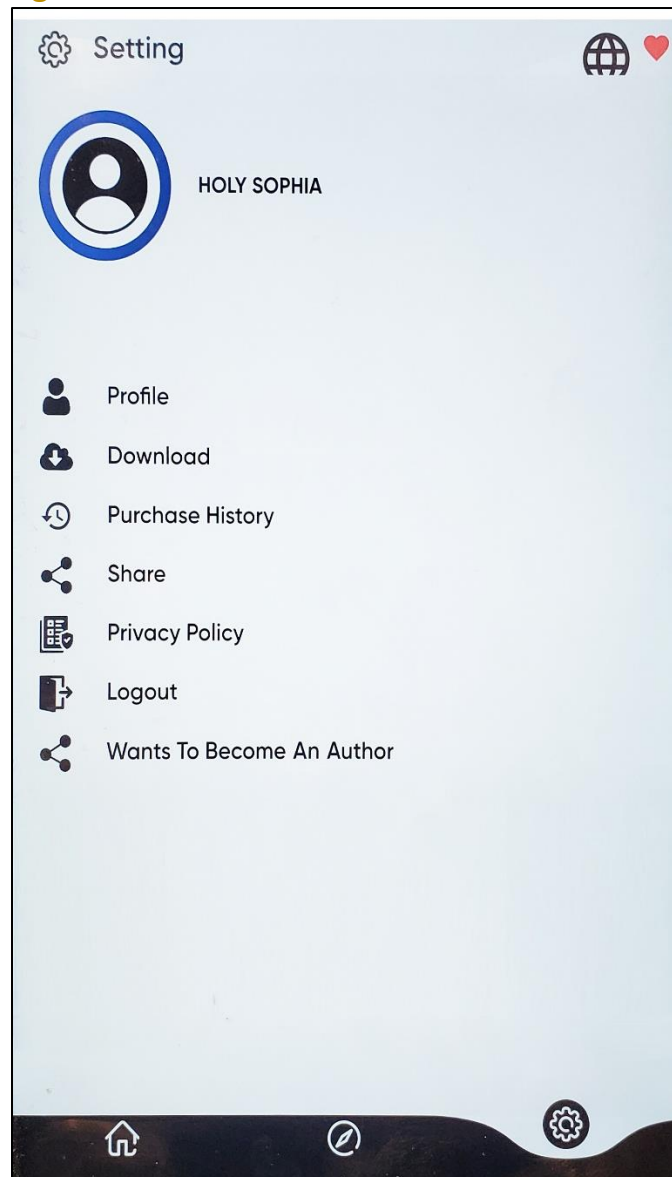
How can you publish and sell your books on Coptic Scholar?

Any user of Coptic Scholar can apply to get a new account on Coptic Scholar server to publish and sell their own books.

You need to be the legal owner of your material that has no violations of any copyright laws. Every time you publish a new book, you confirm that you are the legal owner of this book. If it appears that you are not the owner of your published book, your account will be deleted, and you will carry legal consequences. Please review all terms and conditions at the end of this manual.

How to get an account of the publishing server of Coptic Scholar?

Go to Coptic Scholar Setting, then click on **“Wants to become an author?”** at the bottom of the setting tab.



This will open a new window. You need to fill all information and upload your photo. Coptic Scholar will communicate with you regarding this matter.

< Wants To Become An Author

Enter Name

Enter Email

Enter Password

Enter Discription

Camera Gallery

Submit

Note : After submission, you will be contacted shortly

When you are accepted to be an author or publisher, you will be given an account on Coptic Scholar server for self-publishing books on:

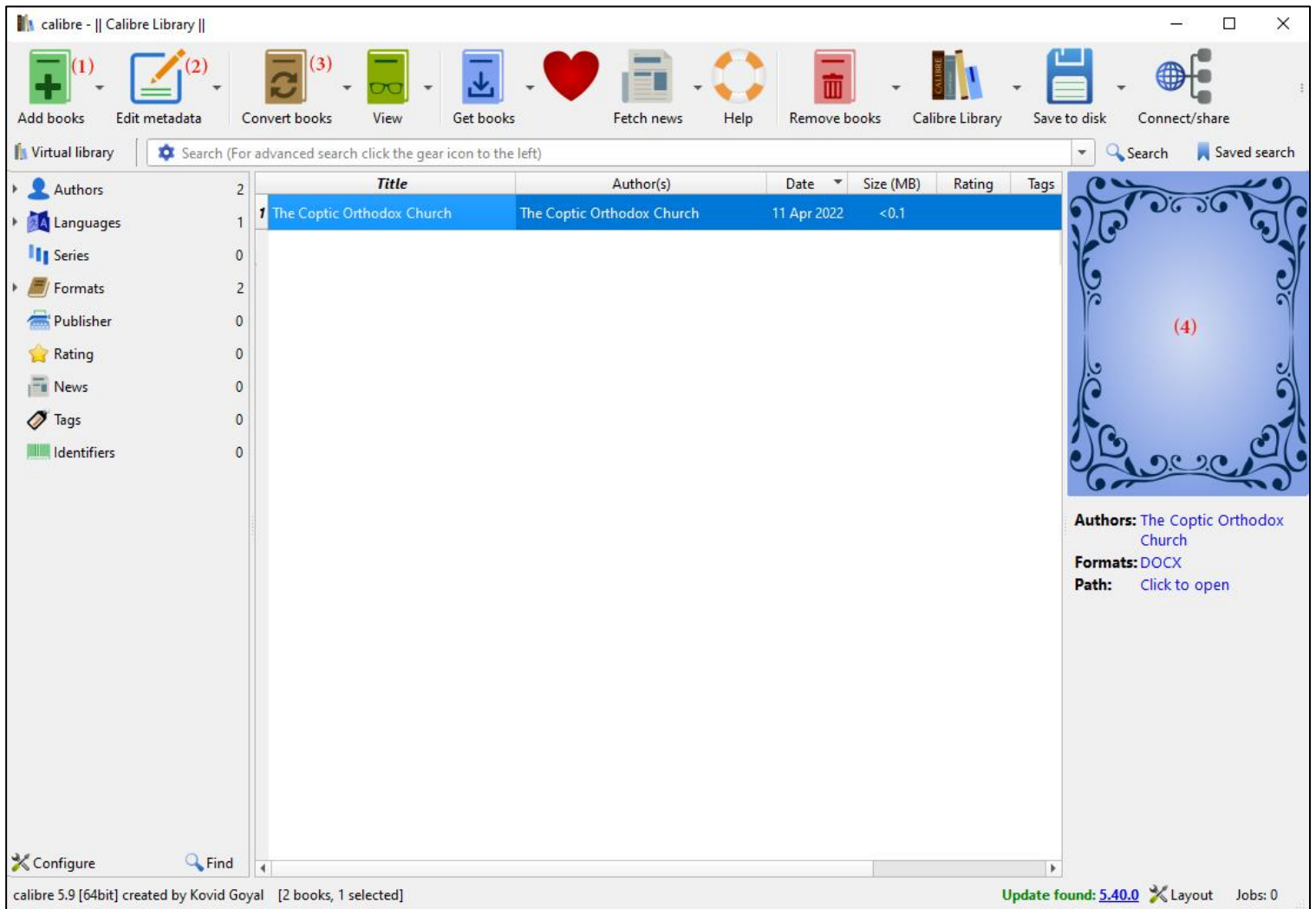
<https://author.copticscholar.com/>

Steps you need to take as an author or publisher:

- Prepare your book on Microsoft Word. Use Word to add headers 1 & 2 level.
- Prepare the book cover.
- Determine if the book will be in fixed format of Pdf or ePub format with text flow.
- - Prepare the first 15 to 20 pages as a free sample for all readers.
- If your book is a Pdf, you do not need anything else, just you need to upload it and put its price.
- If your book is intended to have text-flow, you need to download Calibre program to convert your word document to ePub file that will be uploaded. This is an easy step, and it can be done in a few minutes.
- This is the official site to download “Calibre”. This is a free program that works on windows as well as on apple.

<https://calibre-ebook.com/download>

Calibre



- Open Calibre, then upload your book in word document on **(1) Add Books**
- Your book will appear with a generic cover on **(4)**.
- Click on **(2) Edit metadata** to add the author and the cover.

(2) Edit metadata

Edit metadata - The Coptic Orthodox Church - [1 of 2] ? X

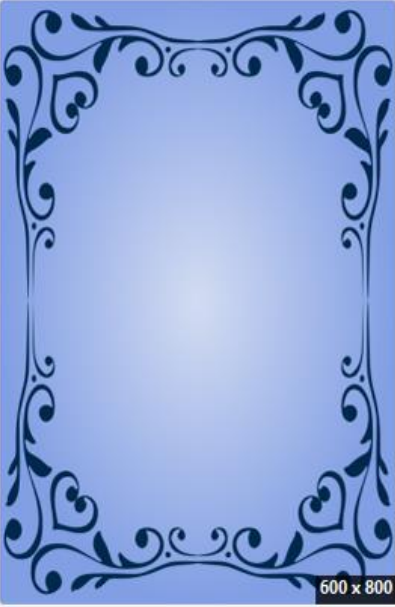
Title: Title sort:

Author(s): Author sort:

Series: Number:

DOCX (0.03 MB)

Change cover

 600 x 800

Rating:

Tags:

Ids:

Date:

Published:

Publisher:

Languages:

Comments

(4)

- Write the book title in (1)
- Write the author in (2)
- Put the cover in (3)
- Click on OK (4)

(3) Convert books

Convert The Coptic Orthodox Church

Input format: DOCX (1)

Output format: EPUB (2)

(A) Metadata

(B) Look & feel

Heuristic processing

Page setup

Structure detection

(C) Table of Contents

Search & replace

DOCX input

EPUB output

Debug

Book cover

The Coptic Orthodox Church

By

The Coptic Orthodox Diocese of the Southern U.S.A.

Change cover image:

Use cover from source file

(3) Title: The Coptic Orthodox Church

(4) Author(s): The Coptic Orthodox Church

Author sort:

Publisher:

Tags:

Series:

Book 1.00

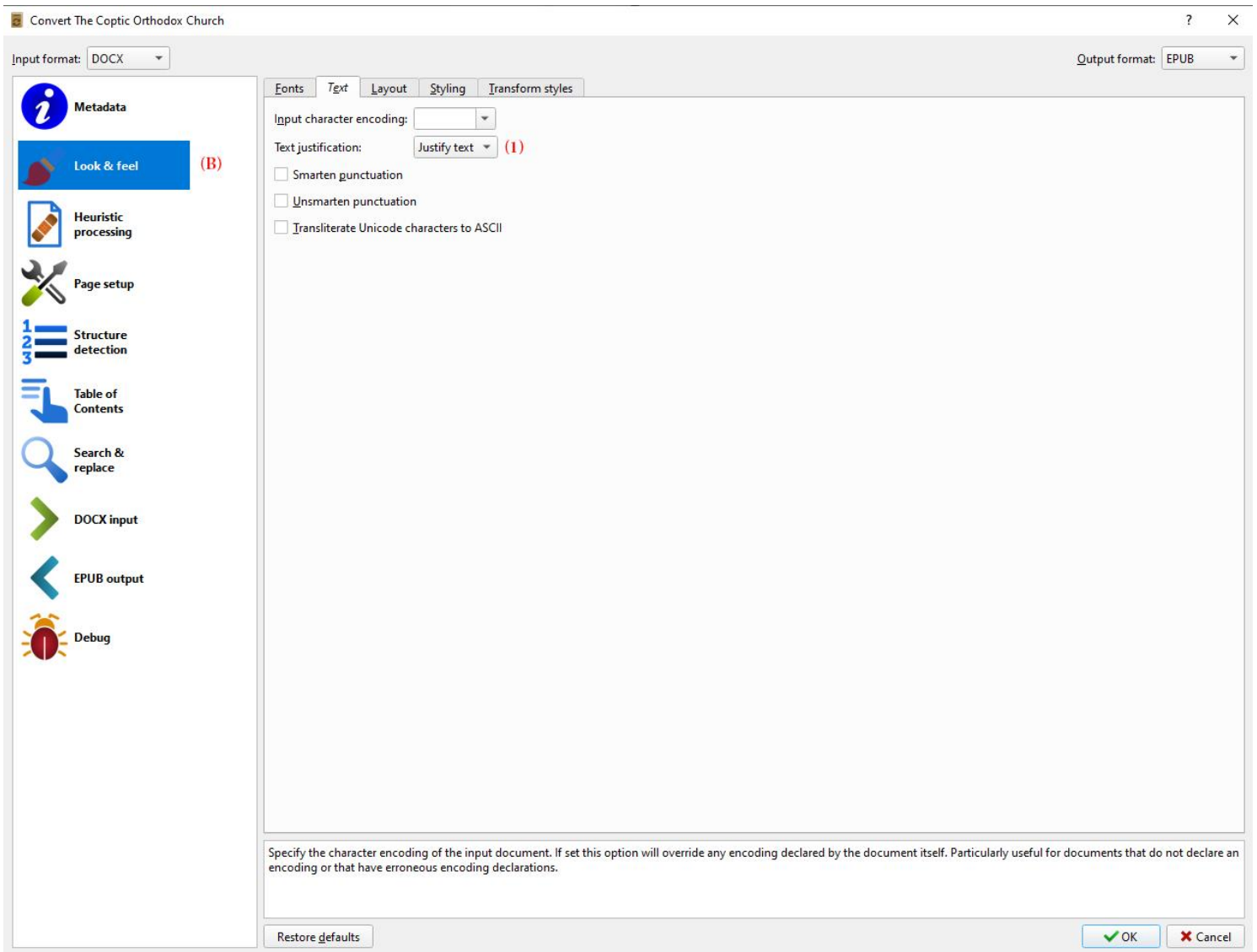
Normal view HTML source

Restore defaults

(5) OK Cancel

- Now, click on (3) Convert books. This will open a new window.
- Be sure that (A) Metadata, (1), (2), (3), and (4) are the same as you did them before.
- Then go to (B) Look and feel.

(B) Look and feel













- Open (B) Look & feel.
- Go to (1) Text justification
- Then,
- Choose (1) Justify text, if you want.

(C) Table of Contents

Convert The Coptic Orthodox Church ? X

Input format: DOCX Output format: EPUB

-  Metadata
-  Look & feel
-  Heuristic processing
-  Page setup
-  Structure detection
-  **Table of Contents (B)**
-  Search & replace
-  DOCX input
-  EPUB output
-  Debug

[Help with using these options to generate a Table of Contents](#)

Force use of auto-generated Table of Contents


Do not add detected chapters to the Table of Contents


Allow duplicate links when creating the Table of Contents


Number of links to add to Table of Contents:

Chapter threshold:

TOC filter:

Level 1 TOC (XPath expression): 

Level 2 TOC (XPath expression): 

Level 3 TOC (XPath expression): 

Manually fine-tune the ToC after conversion is completed

Options specific to the output format.

(4)

- Just write down **h1 in (1), h2 in (2), h3 in (3).**
- Then click on **(4) OK.**

Converting Word File to ePub

The screenshot shows the Calibre Library application window. The top toolbar includes icons for Add books, Edit metadata, Convert books, View, Get books, Fetch news, Help, Remove books, Calibre Library, Save to disk, Connect/share, and Edit book. The main area displays a table with the following data:

	Title	Author(s)	Date	Size (MB)	Rating	Tags
1	The Coptic Orthodox Church	The Coptic Orthodox Church	11 Apr 2022	0.1		

On the right side, there is a book cover for 'The Coptic Orthodox Church' by The Coptic Orthodox Diocese of the Southern U.S.A. Below the cover, the following metadata is displayed:

Authors: [The Coptic Orthodox Church](#)
Formats: [DOCX](#), [EPUB \(1\)](#)
Path: [Click to open \(2\)](#)

The status bar at the bottom indicates 'calibre 5.9 [64bit] created by Kovid Goyal [2 books, 1 selected]' and 'Update found: 5.40.0'.

- After clicking on OK to convert the file, the new **(1) ePub** file will appear.
- Open the **folder (2)** to take the file and to upload it on Coptic Scholar.

Uploading ePub files on the server

Coptic Scholar

Books

Purchased History (14)

Transaction History (15)

Withdraw Cash (16)

ARABIC (17)

Vocsy Infotech © 2021 All Rights Reserved

Add Book

(1) Categories :

(2) Select Sub Category :

(3) Author :

(4) Book Title :

(5) CSBN ID :

(6) Price Type :

(7) Book Description :

The Coptic Orthodox Church

(8) Book Featured Image :

(9) Sample File Type :

(10) Sample Book File :

(11) File Type :

(12) Book File :

(13)

- (1) Choose a category for your material (Books, Magazines, Research, Articles).
For your new book, you choose Books.
- (2) Choose the sub-categories for your book.
- (3) Your name as an author will appear here.
- (4) Write your book title.
- (5) The international CSBN number is assigned automatically.
- (6) Set your book price.
- (7) Write a brief description about your book.
- (8) Choose your book COVER.
- (9) Choose file source of your book sample (choose local).
- (10) Upload the sample file (15-20 pages including the cover).
- (11) Choose file source of your book (choose local).
- (12) Upload the ePub file of your book.
- (13) Save your book to appear immediately on Coptic Scholar bookshelves.
- (14) It will show you all purchase history of your book.
- (15) It will show all transaction history.
- (16) This is to withdraw from your book revenue.
- (17) This is to convert the same window into Arabic.

Congratulations for publishing your new book

If you have any questions, please email us at:

admin@holysophia.email

Terms and Conditions

Coptic Scholar is a self-publishing and ebook distribution platform.

This Agreement provides the terms and conditions of your participation in the Coptic Scholar ("CS") self-publication and distribution App ("App") as well as the Coptic Scholar website ("Website") at <http://coptic scholar.com/> and your distribution of digital content through the App.

This agreement (the "Agreement") is a binding agreement between the individual or the entity identified in your Coptic Scholar account as ("You", "Author" or "Publisher") and ("CS").

The following terms and conditions govern all use of the Coptic Scholar App and Website.

Terms of Service

1 Agreement Acceptance. Acceptance of the Agreement. Before accessing or using the Website or App, please read this Agreement carefully. You agree to be governed by the terms and conditions of this agreement by accessing or using any element of the Website or App. You may not access the Website, App, or use any services if you do not agree to all of the terms and conditions of this agreement. If the Publisher is a legal entity, the individual accepting this Agreement on behalf of the Publisher represents and warrants that he or she is allowed to enter this Agreement as Publisher's authorized representative and to bind Publisher to its provisions.

2 Amendment to the Agreement. Because the App will evolve over time, the terms of this Agreement will need to evolve as well. We reserve the right, in our sole discretion, to amend the terms of this Agreement at any time. We'll let you know about the modifications by replacing the old terms with new ones at <http://coptic scholar.com/>

3 Term and Termination. The duration of this Agreement shall begin when you accept it and will end when either we or you terminate it. At any moment, we have the right to terminate this Agreement and your access to your CS account. When your account is terminated, we will notify you. As an author or publisher, you have the right to terminate at any time by deleting all your digital materials and giving us notice of termination.

Your Coptic Scholar Account

If you create a profile on the Website or App, you are solely responsible for the security of your account, profile, and all publications related to it, as well as all activities that occur under your profile. You must not describe or assign keywords to your profile or publications in a misleading or unlawful manner, including in a manner intended to profit from the name or reputation of others, and the CS reserves the right to change or remove any description or keyword that it deems inappropriate or unlawful, or otherwise likely to expose the CS to liability. Any unlawful use of your profile or articles must be reported promptly to us. You promise to alert us promptly if your username, password, or account is used without your permission.

Responsibility of Contributors.

If you create a profile or publication, comment on a profile or publication, post material to the Website or App, post links on the Website or App, or otherwise make (or allow any third party to make) material

available through the Website or App (any such material, "Content," "Profile," or "Publication"), you are solely responsible for the content of that Content and any harm resulting from it. By making Content available, you represent and warrant that:

- the downloading, copying, and use of the Content will not infringe on any third party's proprietary rights, including but not limited to copyright, patent, trademark, or trade secret rights;
- if your employer owns intellectual property you create, you have either received permission from your employer to post or make available the Content, including but not limited to any software, or (ii) you have obtained permission from your employer to post or make available Contents;
- You have completely complied with any third-party licenses relating to the Content, and you have taken all necessary steps to ensure that any needed terms are successfully passed on to end users;
- the Content does not contain or install any viruses, worms, malware, Trojan horses or other harmful or destructive content;
- the Content is not spam, is not machine- or randomly generated, and does not contain unethical or unwanted commercial content intended to drive traffic to third-party sites, boost third-party site search engine rankings, or to further unlawful acts (such as phishing) or mislead recipients as to the source of the material (such as spoofing);
- the Content is not pornographic, contains no threats or incites violence, and does not infringe on anyone's private or publicity rights;
- Unwanted electronic messages such as spam links on newsgroups, email lists, and web sites, as well as other unsolicited advertising methods, are not being used to promote your profile or publications;
- Your profile or articles are not named in a way that encourages readers to believe you are a different person or organization. For example, your name does not belong to someone else or to a firm other than yours; and
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Pricing.

1 Providing the Price of Your Book. You have the right to determine the price of your book sale. Your Royalty is calculated depending on your Book Price. You can change the price of your book at any time.

2 Conversion of currencies. We may be able to sell your book in a variety of currencies. When we do, we may convert the Book Price you provide to other currencies at a rate we establish according to the financial market. The converted Book Price may be updated on a regular basis to reflect current currency rates.

Royalties and Payments.

1 Royalties. After paying all appropriate fees to Apple, Google, and the 3% fees of using the bank credit card process, we shall pay you 80 percent of the revenue generated by the sale of your Books conditioned that you do not break your responsibilities under this Agreement.

2 When We Have Paid You. We will pay royalties on book sales 60 days after the end of the calendar month in which they occurred. We will provide you with an online report outlining Book sales and accompanying Royalties at the time of payment.

3 Currencies for payment. If you change your payment currency, it will take effect on the first of the next calendar month (unless we make an earlier period available). If we pay you in a currency other than the Sale Currency, we shall convert the Royalties due from the Sale Currency to the payment currency at a rate we determine, which will include all conversion costs and charges.

4 Payment Disputes. You may not file a lawsuit or other legal action against us in connection with any statement unless you do so within six months after the statement's availability. Any such procedure will be restricted to determining the amount of money owed to you by us for the accounting periods in question, and your only remedy will be to collect those funds without interest.

5 Offsets, etc. We can withhold royalties and apply them as a credit against future payments, as shown below. Our exercise of these rights does not preclude us from exercising other rights, such as withholding or offsetting Royalties or exercising other remedies.

- If we pay you a Royalty on a sale and then give a refund, return, or credit for that sale, we may deduct that amount from future Royalties or compel you to remit that amount to us.

- If a third party claims that you lacked all necessary rights to make one of your Books available through the App, we may withhold all Royalties owed to you until we can determine the validity of the third party claim. We will not owe you Royalties for a Book if we determine that you did not have all of those rights or that you have otherwise breached your representations and warranties or our Content Guidelines with regard to that Book, and we may offset any previous Royalties paid against future Royalties or require you to remit them to us.
- If this Agreement is terminated, we may withhold all Royalties due for a period of three months from the date they would otherwise be payable in order to ensure that we are able to offset any refunds or other offsets we are entitled to against the Royalties.
- You forfeit all Royalties not yet paid to you if we terminate this Agreement because you have breached your representations and warranties or our Content Guidelines. If you register a new account after we've cancelled your old one without our consent, we won't owe you any Royalties on the new one.
- If we find, in our sole judgment, that deceptive, fraudulent, or illegal activity has occurred with respect to your Books, we may withhold payments to you indefinitely and/or ask you to refund any already received payments to us. These monies will be used to offset the costs of compensating third parties who have been harmed by deceptive, fraudulent, or criminal behavior.

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