

Guidelines on Submission of Printed Textbooks for Review

(Revised in April 2023)

1. Definition of “Textbooks”

- 1.1 In general, “**printed textbooks**” refer to student books in printed form written in line with the latest curriculum documents issued by the Curriculum Development Council (CDC) for use in Hong Kong. The textbooks submitted should meet the aims and learning targets / objectives of the relevant subject curriculum. The content should be complete, self-contained and effectively aligned with the learning objectives / focuses of the curriculum, and should cover at least one Key Stage of a CDC Curriculum (i.e. Primary 1 – 3, Primary 4 – 6, Secondary 1 – 3 or Secondary 4 – 6). Any books satisfying the above definition and submission requirements may be submitted to the Education Bureau (EDB) for review, and those reach the acceptable standard as assessed by the textbook review panels are included on the **Recommended Textbook List (RTL)**. Please refer to [Annex 1](#) for the Lists of Current Curricula Which Accept Submission of Printed Textbooks for Review.
- 1.2 Workbooks are not classified as “**printed textbooks**” and are therefore not accepted for review by the EDB. Only practical work (regardless of whether it is compiled as a separate workbook) for science subjects at the secondary level, i.e., Science (S1 – S3), Physics, Chemistry and Biology which is considered as an integral part of the textbooks, should be submitted together with the textbooks for review.
- 1.3 All resource materials accompanying the learning resources of kindergartens, including teacher’s handbooks and the audio scripts of the listening practices (if applicable) for language subjects at the secondary and primary levels, should be submitted for reviewers’ reference. Such resource materials, however, will not be reviewed by the EDB.
- 1.4 Publishers are encouraged to submit teacher’s handbooks of the printed textbooks for KLAS / subjects at the secondary and primary levels for reviewers’ reference (for new textbooks, “double-blind” version should be provided). However, such resource materials will not be reviewed by the EDB.
- 1.5 For the sake of clarity, the word “textbook” mentioned throughout this document refers to “**printed textbook**” and “kindergarten learning resources”.

2. Recommended Textbook List (RTL)

- 2.1 To facilitate schools in making appropriate choice of textbooks, the **RTL** for various subjects and year levels has been uploaded to the “Textbook Information” webpage at www.edb.gov.hk/textbook and will be timely updated.
- 2.2 Textbooks on the **RTL** have been reviewed and considered acceptable by the textbook review panels of the relevant subjects in terms of content, learning and teaching, structure and organisation, language and textbook layout. Schools should make reference to the **RTL** when selecting textbooks, but they may also use textbooks and learning and teaching resources that are not on the RTL. However, teachers should exercise their expertise in selecting suitable teaching materials in accordance with the curriculum aims and objectives, as well as the abilities and learning needs of their students.
- 2.3 Details such as the price and weight of each textbook on the **RTL** are provided.
- 2.4 In line with the full implementation of the “Policy of Debundling Textbooks and

Teaching / Learning Materials for Pricing” (Debundling Policy) since 2014, all the learning resources / teaching materials are debundled from the textbooks and priced separately. There are links to publishers’ webpages which provide relevant pricing information of the textbooks and the learning resources / teaching materials accompanying them on the **RTL** webpage for the reference of schools and parents. Please refer to [Annex 2](#) for details. If publishers violate the requirements under the Debundling Policy and have not rectified the situation within a specified period, the EDB will take actions as deemed appropriate, including the removal of the textbooks concerned from the RTL and notifying all schools of the decision.

2.5 The **RTL** also -

2.5.1 displays textbooks in ascending order of prices and change of prices of textbooks across years for schools’ reference in the selection of textbooks and for parents’ information on the change of textbook prices; and

2.5.2 provides brief commentaries on the core items in the textbook review to give more information and enhance transparency; hence facilitating schools’ selection of textbooks.

2.6 With effect from 2002, newly published or reprinted textbooks on the **RTL** must bear the logo “**On Recommended Textbook List**” to distinguish them from other learning materials which have not been reviewed by the EDB. Please refer to [Annex 3](#) for details.

2.7 As the information on the **RTL** is very important to schools’ selection of textbooks and parents’ purchase of textbooks, the EDB’s Textbook Committee Secretariat (the Secretariat) will timely update the **RTL** and remove textbooks that are no longer applicable to the current curriculum from the **RTL**. To disseminate textbook information of the next school year to schools in a timely manner, publishers should submit and update all textbook prices and related information listed on the **RTL** (regardless of whether the prices have been changed) in March every year. In case publishers fail to provide the said information by the due date, the EDB reserves the right to remove the textbooks concerned from the **RTL**.

3. Procedures for Submission of Textbooks for Review

3.1 All textbooks submitted for review should be sent to the Secretariat:

(Address: Room E326, 3/F, East Block, Education Bureau Kowloon Tong
Education Services Centre, 19 Suffolk Road, Kowloon Tong,
Kowloon

Office hours: 9 am to 5:30 pm)

3.2 Publishers are required to complete the [“Printed Textbook Review Application Form \(Revised in April 2023\)”](#) and send the soft copy of the completed form (in the format of [MS Word](#) or [fillable PDF](#)) to the Secretariat by email (textbook@edb.gov.hk) **at least three working days** before the intended submission date / submission deadline. The Secretariat will acknowledge receipt of the soft copy of the application form by email. All information received is restricted to internal reference only.

3.3 The textbooks for review, together with the true printed copy of the completed application form which is stamped and signed, should be submitted to the Secretariat on or before the submission deadline as stated in Part 6.

3.4 In case a Black Rainstorm Warning or Tropical Cyclone Signal No.8 or above is in effect between 12:00 noon and 5:30 pm of the textbook submission due date, the

submission closing time will be extended to 12:00 noon of the next working day.

3.5 **Four** sets of printed copies are required to be submitted for review. The specifications are as follows:

3.5.1 All the submitted copies should be in type-set form, colour-printed (if applicable) and separated into volumes / modules.

3.5.2 To be in line with the implementation of the “**double-blind**” review system to enhance the objectivity and impartiality of the textbook review since July 2012, **three** copies of the textbooks submitted for review should be “**double-blind**” version which should not contain any information about the book titles, publishers, authors, advisors/consultants, acknowledgements, URLs of relevant publishing institution(s), etc. The cover of the textbooks can only display the Key Stage / year level and subject, e.g. Primary Two Mathematics, Senior Secondary Biology Book One.

3.5.3 **One copy** of the submitted copies should be “**non double-blind**” version. The information to be shown in the textbooks for sale, including book titles, publishers, authors, advisors / consultants, acknowledgements, etc. could be included in the “**non double-blind**” version.

3.5.4 All resource materials accompanying the textbooks submitted for review, such as teacher's handbooks, etc. should be “**double-blind**” version.

3.5.5 The number of submitted copies for the “**double-blind**” and “**non double-blind**” versions of new textbooks and revised edition textbooks are as below:

- “**Double-blind**” version: **3** colour-printed copies and 4 sets of accompanying materials (if applicable)
- “**Non double-blind**” version: **1** colour-printed copy

3.5.6 If publishers fail to meet the above-mentioned requirements, the Secretariat will return the textbooks submitted to the publishers. Publishers should re-submit the amended copies within three working days, or else the review will be deferred to the next submission period.

3.6 In submitting new textbooks written in accordance with the respective subject curriculum documents ([Annex 1](#)) for review, publishers are required to submit textbooks by Key Stages (i.e. Primary 1 – 3, Primary 4 – 6, Secondary 1 – 3 or Secondary 4 – 6) so as to ensure that the quality, coherence, continuity and coverage can meet the requirements of the respective curricula. A separate submission form for textbooks of one Key Stage is required (e.g. two submission forms are required for textbooks for Primary 1 to Primary 6).

3.7 With effect from July 2012, publishers are allowed to submit textbooks **in batches** for designated subjects, whilst the textbook review results will be based on the assessment of the whole set of textbooks for the entire Key Stage. Please refer to [Annex 4](#) for details.

3.8 The Textbook Committee reserves the right to **reject** the review of textbooks including, but not limited to, the following circumstances:

- The textbooks (new / revised edition) submitted have been classified as “**Not to be included on the Recommended Textbook List**” twice;
- The textbooks fail to comply with the submission requirements; and
- The content and organisation of the textbooks are of great similarities to another set of textbooks of the same subject and Key Stage currently or previously on the **RTL** (regardless of whether both of them are from the same publisher).

- 3.9 Except for the single URL of the publisher's website, no other URLs or QR codes should be included in the textbooks. Publishers are required to clearly declare in the "Preface" or "Editor's Notes" that the learning and teaching resources on the publishers' website have not been reviewed by the EDB.
- 3.10 Publishers may provide self-developed supplementary learning materials or the URLs of the learning and teaching resources developed by the third party on publishers' websites. Publishers may also provide their websites' URLs in the Teacher's handbook for teachers' reference in preparing lessons or designing learning and teaching activities. Publishers should be accountable for the quality of the learning and teaching resources provided.
- 3.11 When using the national flag, national emblem, regional flag and regional emblem, the relevant requirements from the Protocol Division Government Secretariat on the use of these images should be followed.

4. Textbook Revision

- 4.1 If revisions are to be made to any of the textbooks on the **RTL**, applications for review must be submitted to the Textbook Committee. The revised edition can only be issued upon approval.
- 4.2 To avoid imposing an undue financial burden on parents, starting from the 2010/11 school year, the **"five-year-rule of no revision"** should be observed by publishers.
- 4.3 In submitting a revised edition of textbooks for review, written justifications for the revision and a summary table (**"non double-blind"** version) of the original and the proposed changes should be provided. In addition, the revised parts of the textbooks should be highlighted with a fluorescent pen in the **"non double-blind"** copy. Under special circumstances where it is difficult to highlight the corresponding changes, for example, addition of a new or re-written module, publishers should provide justifications in the application letter to seek exemption from highlighting the changes.
- 4.4 The revision of textbooks will not be approved if the justifications provided are not substantial or no significant improvement has been made to the textbook content, even though the textbooks concerned are not restricted by the "five-year-rule of no revision" requirement.
- 4.5 Revision of textbooks could be submitted for review by Key Stage, by year level or by volume.

5. Textbook "Reprint" and "Reprint with Minor Amendments"

- 5.1 For any textbooks on the **RTL** with only minor amendments, the publishers concerned are only allowed to publish the textbooks as a **"reprint"** version or a **"reprint with minor amendments"** version.

Reprint

- 5.2 If only typographical errors are amended, submission of the textbooks for review is not required. Publishers can publish the textbooks as a **"reprint"** version.

Reprint with Minor Amendments (RMA)

- 5.3 If the amendments to be made to a textbook are not confined to typographical errors, the publisher concerned must submit the proposed amendments to the EDB for review before issuance of the **RMA** edition. A summary table listing the original and the

proposed changes should also be provided. All the revised parts of the textbooks submitted for review should be highlighted with a fluorescent pen. One “**non double-blind**” colour-printed copy will suffice for the **RMA** edition.

- 5.4 When textbooks of **RMA** are submitted for review, they should contain no URLs and hyperlinks, except for one single URL of the publisher’s website.
- 5.5 For a textbook of **RMA** on the **RTL**, the publisher should specify clearly in the reprint edition **the year of its first edition, the year(s) of all the reprint(s)** and the phrase “**Reprinted with minor amendments**”. For example:

- | |
|---|
| <ul style="list-style-type: none"> ● First published in 2017 ● Reprinted with minor amendments in 2020 ● Reprinted with minor amendments in 2023 |
|---|

- 5.6 Textbooks of **RMA** edition are not listed separately on the **RTL**, but the phrase “**Reprinted with minor amendments**” will appear next to that textbook title on the **RTL** to indicate that there is a **RMA** edition in addition to the original version of the textbook.
- 5.7 Applications for review of **RMA** edition can be submitted throughout the year and are not bound by the submission period requirement set out in Part 6.

Points to Note

- 5.8 For textbooks of “**Reprint with minor amendments**”, apart from marking “**Reprinted with minor amendments**” on the front page, there should not be any changes with regard to the appearance of the book (including the design of the front and back covers), book title, page size and page order unless written approval has been sought from the EDB.
- 5.9 Publishers should list all the changes or amendments of the textbook content in the form of **corrigenda** or **appendices**, and notify schools concerned timely and distribute them to students using the textbooks of previous editions for free via schools.
- 5.10 If publishers fail to comply with the above requirements, the EDB reserves the right to remove the relevant titles from the **RTL**.

6. Submission Schedule

- 6.1 There are three submission periods per year. They are from mid-February to mid-March, from mid-June to mid-July, and from mid-October to mid-November. For postal submission, the date of the stamp chop will be regarded as the submission date. The submission periods in 2023 and 2024 are tabulated below:

Submission period	Start date of submission	Deadline of submission
2023 1 st submission period	15 February 2023	15 March 2023
2023 2 nd submission period	15 June 2023	17 July 2023
2023 3 rd submission period	16 October 2023	15 November 2023
2024 1 st submission period	15 February 2024	15 March 2024

2024 2 nd submission period	17 June 2024	15 July 2024
2024 3 rd submission period	15 October 2024	15 November 2024

- 6.2 Submission for textbooks of “**reprint with minor amendments**” is not bound by the submission period set out in para. 6.1 above.
- 6.3 Should any publishers fail to meet the submission deadlines, the review of textbooks will be processed in the next submission period.
- 6.4 For textbooks which are written according to the new / revised / updated curriculum, publishers should submit textbooks for review after the new / revised / updated curriculum documents have been finalised and announced.

7. Release of Textbook Review Results

- 7.1 In general, the process of textbook review will be completed in about three to four months after submission of the textbooks. For submission of textbooks in batches for review, review results will be made based on the assessment of the whole set of textbooks for the entire Key Stage and announced about three to four months after the submission of the last batch of textbooks. Textbooks which have passed the textbook review will be put on the **RTL** and the “**On Recommended Textbook List**” logo will be issued.
- 7.2 For more than one set of textbooks (regardless of printed or e-textbooks) written for the same subject and Key Stage based on the same curriculum documents and submitted in the same submission period, review results will be released at the same time. However, if the textbooks are different in nature, e.g. a new set of textbooks versus the revised edition of a few textbooks of an existing set, the review results may not be released at the same time. For submission of a revised edition of textbooks for review, regardless of submission by Key Stage, by year level or by volume, the application could be approved by the textbook review panel by individual volumes.
- 7.3 For textbooks which have passed the textbook review, publishers are required to complete the “**Information on Textbook Form**” (including information about the prices, the weight, the number of pages, the web-links for the pricing information of learning resources / teaching materials debundled from the textbooks, and the tentative date for the submission of printed copies for the EDB’s checking, etc.) and return it to the Secretariat within a specified date (usually within five working days after the release of review results). All information will be put on the **RTL** for the reference of schools and parents. Textbooks (regardless of printed or e-textbooks) of the same subject and the same Key Stage which are submitted for review by different publishers within the same submission period will be put on the **RTL** / **eRTL** by the Secretariat at the same time. However, if a publisher fails to submit the required information in time, the textbook(s) concerned will be put on the **RTL** at least one month later after all the required information has been submitted.

8. Promotional Copies

To avoid misunderstanding by schools, there should be clear indication on all promotional copies of the textbooks that they have not been put on the **RTL**. The phrase “**UNCORRECTED PROOF COPY**” should be prominently stamped on the bottom right-hand corner of the cover.

9. Printed Copies

- 9.1 Publishers are required to inform the Secretariat of any changes in the weight and the number of pages of the textbooks on the **RTL** before the textbooks are available for sale. All the updated information will be put on the **RTL** for the reference of schools and parents.
- 9.2 **Before the sale of the new or revised textbooks**, publishers are required to **send five sets of printed copies of the textbooks to the EDB for checking**. For “reprint with minor amendments” edition, three sets of printed copies will suffice. If the printed copies fail to comply with the advice given in the Textbook Review Reports; or match the specifications of the submitted copies; or amendments are made not based on the advice given in the Textbook Review Reports without the permission of the textbook review panel; or publishers fail to submit printed copies of the textbooks to the EDB for checking, the EDB reserves the right to remove such titles from the **RTL**. If publishers have different views about the suggestions for amendment as stated in the Textbook Review Reports, they should provide justifications for not adhering to them for the EDB’s consideration before producing the printed copies.
- 9.3 To enhance the effectiveness and quality of amendment check of the printed copies, publishers are required to submit a follow-up report and its soft copy in form of a table listing out all the follow-ups of the “required amendments” and “suggestions for improvement” as stated in the **Textbook Review Reports**, and their corresponding page numbers in the submitted copies and the printed copies. In the event that there are other exceptional amendments not specified in the Textbook Review Reports, publishers should tabulate them with justifications and the corresponding page numbers of the printed copies as well. In principle, publishers should not make any amendments not specified in the Textbook Review Reports. If publishers fail to submit the follow-up report to the EDB for checking, the EDB reserves the right to decline the amendment check and remove such titles from the **RTL**.
- 9.4 The Textbook Review Reports and all the related documents and information are for the relevant publishers’ internal reference only and should not be disclosed to a third party. Reproduction of any parts of the review reports without the prior consent in writing of the Secretariat is strictly prohibited.
- 9.5 Textbook Review Reports and the commentaries on the core items should not, under any circumstances or in any manner, be used for any form of advertising, sales promotion or publicity.
- 9.6 Publishers are required to obtain all necessary consent and clearances for the authorised use of third party copyrighted materials, such as images and articles. Publishers are required to submit the “[Copyright Declaration](#)” when they send the printed copies to the EDB for amendment check. If it is proven later that the textbooks contain copyright infringed content, even though they have passed the review, the EDB reserves the right to remove the textbooks concerned from the **RTL**.
- 9.7 For easy access of schools, parents and students to the **corrigenda** and **appendices** for the textbooks on **RTL**, in addition to the requirements set in para. 5.9, the publishers are required to submit the hyperlink(s) direct to the respective **corrigenda** and **appendices** to the Secretariat after they have finished checking the printed versions. The Secretariat will include the hyperlink(s) on the **RTL**. If publishers fail to comply with the requirements stated in para. 5.9 or submit the relevant hyperlink(s), the EDB reserves the right to remove the relevant titles from the **RTL**.

9.8 Publishers should review the textbook content from time to time to ensure that it is in line with the aims and objectives of the curriculum of respective subjects. The information provided is correct, complete, objective and impartial, and can help students construct knowledge, develop skills and nurture positive values and attitudes. When necessary, publishers can make amendments to the textbook content in the form of **corrigenda** or **appendices** with the EDB's consent. The EDB may also require publishers to make amendments if deemed necessary.

10. Guidelines on Writing Textbooks

The EDB has compiled the following list of references for serving as guidelines for textbook authors, reviewers and teachers in writing, reviewing and selecting textbooks respectively:

- [Kindergarten Education Curriculum Guide \(2017\)](#)
- [Primary Education Curriculum Guide \(Pilot Version\) \(2022\)](#)
- [Secondary Education Curriculum Guide \(2017\)](#) and its [Supplementary Notes \(2021\)](#)
- [Curriculum Framework of National Security Education in Hong Kong \(2021\)](#)
- [Values Education Curriculum Framework \(Pilot Version\) \(2021\)](#)
- [Guiding Principles for Quality Textbooks \(2023\)](#)
- [Updated version of individual KLA/subject writing guidelines](#)

All the guidelines and reference documents mentioned above have been uploaded to the EDB's webpage at www.edb.gov.hk and "Textbook Information" webpage at www.edb.gov.hk/textbook.

11. Guiding Principles for Printing of Textbooks

To encourage publishers to print textbooks using appropriate printing methods with low cost features, the "**Guiding Principles for Printing of Textbooks**" (formerly known as "Guidelines for Printing of Textbooks") are provided for publishers' reference and accessible on the "Textbook Information" webpage (www.edb.gov.hk/textbook).

Textbook Committee
Education Bureau
April 2023

Lists of Current Curricula
Accepting Submission of Printed Textbooks for Review (Updated in April 2023)

Kindergarten Education Curriculum (Publishing year of curriculum document)	Points to note
Kindergarten (2017)	Submission of the English version of kindergarten learning resources for review is not accepted.

Primary Curriculum ^{#1} (Publishing year of curriculum document)	Points to note
Chinese Language (2004)	-
English Language (2004)	-
Mathematics (2017)	-
Putonghua (2017)	-
General Studies (2017)	-
Music (2003)	-
Physical Education (2017)	-

Junior Secondary Curriculum ^{#1} (Publishing year of curriculum document)	Points to note
Chinese Language (2001)	-
English Language (2018)	-
Mathematics (2017)	-
Putonghua (2017)	-
Science (2017)	-
Geography (2011)	-
History (2019)	-
Chinese History (2019)	-
Religious Education (1999)	-
Life and Society (2010)	Only submission of “Reprint with minor amendments” is accepted.
Technology Education Key Learning Area – Information and Communication Technology (ICT) knowledge context (2017)	Textbooks should contain learning element modules K1, K2, K16 and E1 listed in the curriculum document.
Technology Education Key Learning Area – Technology and Living knowledge context (2017)	Textbooks should contain learning element modules K10, K11, K12, K13, K14, K15, E8, E9 and E10 listed in the curriculum document.
Technology Education Key Learning Area – Design and Technology (includes Materials and Structures, Operations and Manufacturing, as well as Systems and Control knowledge contexts) (2017)	Textbooks should contain learning element modules K3, K4, K5, K6, K8, K9, E2, E3, E6 and E7 listed in the curriculum document.
Music (2003)	-
Physical Education (2017)	-

Senior Secondary Curriculum ^{#2} (Publishing year of curriculum document)	Points to note
Chinese Language (2021)	-

Chinese Literature (2007) (with updates in November 2015)	Submission of Elective Part for textbook review is not accepted.
English Language (2021)	-
Mathematics (2007) (with updates in December 2017)	-
Citizenship and Social Development (2021)	Submission for textbook review starts from June 2023.
Physics (2007) (with updates in November 2015)	Submission of Elective Part for textbook review, a minimum of three electives are required.
Chemistry (2007) (with updates in June 2018)	-
Biology (2007) (with updates in November 2015)	-
Chinese History (2007) (with updates in November 2015)	Submission of Elective Part for textbook review, a minimum of three electives are required.
History (2007) (with updates in November 2015)	Submission of Elective Part for textbook review is not accepted.
Economics (2007) (with updates in November 2015)	-
Geography (2007) (with updates in July 2022)	-
Ethics and Religious Education (2007) (with updates in November 2019)	For submission for textbook review for the Elective Part, a minimum of one elective is required.
Tourism and Hospitality Studies (2007) (with updates in November 2015)	-
Technology Education Key Learning Area – Business, Accounting and Financial Studies (2007) (with updates in October 2020)	<ul style="list-style-type: none"> • The revised curriculum will be in effect from Secondary 4 in the 2022/23 school year. • Submission for textbook review for the Elective Part is not accepted.
Technology Education Key Learning Area – Design and Applied Technology (2007) (with updates in November 2015)	<ul style="list-style-type: none"> • Submission for textbook review for the Elective Part is not accepted. • For details of submission for review, please contact the Textbook Committee Secretariat #3.
Technology Education Key Learning Area – Health Management and Social Care (2007) (with updates in November 2015)	<ul style="list-style-type: none"> • Submission for textbook review for the Elective Part is not accepted. • For details of submission for review, please contact the Textbook Committee Secretariat #3.
Technology Education Key Learning Area – Information and Communication Technology (2021)	<ul style="list-style-type: none"> • The revised curriculum will be in effect from Secondary 4 in the 2022/23 school year. • Submission for textbook review for the Elective Part is not accepted.
Physical Education (2007) (with updates in November 2015)	-

- #1 : Publishers should also refer to the relevant Key Learning Area Curriculum Guides as well as Curricula / Supplementary Notes (if applicable) when writing the textbooks.
- #2 : The Education Bureau, the Curriculum Development Council and the Hong Kong Examinations and Assessment Authority have completed Optimising the Four Senior Secondary Core Subjects. The updated Curriculum and Assessment (C&A) Guides for Senior Secondary subjects have been uploaded to the New Academic Structure Web Bulletin (www.edb.gov.hk/nas/en).
- #3 : Publishers may send email to the Secretariat at textbook@edb.gov.hk.

**Information on Learning Resources and Teaching Materials
Accompanying Textbooks on the Recommended Textbook List
Points to Note**

Learning resources and Teaching materials accompanying textbooks on the Recommended Textbook List that have not been reviewed

- Publishers should provide on their webpages the pricing information of learning resources / teaching materials accompanying textbooks on the Recommended Textbook List (RTL) that have not been reviewed. They should list the items of learning resources / teaching materials in separate rows, and supply information for “Subject”, “Title and Subtitle”, “Level” ^{#4}, “Learning Resources / Teaching Materials” ^{#5} and “Price” on their webpages and provide the EDB with relevant web-links.
- Publishers should provide information in Chinese for the Chinese edition of learning resources / teaching materials, and in English for the English edition of learning resources / teaching materials.
- Learning resources / teaching materials of the same subject / set of textbooks **should be listed together** as far as possible for easy reference.

^{#4} : Indicate “Level” with a single level or a Key Stage, e.g. P1, P1-P3 or P1-P6, according to the content and scope of learning resources / teaching materials.

^{#5} : Indicate “Learning Resources/Teaching Materials Category” with one of the following items as appropriate:

- | | |
|---|--------------|
| • Teacher’s handbook | • 課本教師用書 |
| • Workbook and answers | • 作業及答案題解 |
| • Worksheet and answers | • 工作紙及答案題解 |
| • Compact disc for teachers | • 教學用途光碟 |
| • Compact disc for students’ learning | • 學生學習光碟 |
| • Project learning | • 專題研習 |
| • Assessment tasks and teacher’s guides | • 評估課業及其教師指引 |
| • Wall map / Wall chart | • 掛圖 |
| • Assessment item bank | • 試題庫 |
| • Website support / Online Platform | • 網站支援／網上平台 |
| • Others (please specify) | • 其他（應註明） |

Examples for Reference

Example 1: Learning resources / Teaching materials accompanying textbooks on the Recommended Textbook List that have not been reviewed.

科目 Subject	書名 Title	年級 Level	學習材料或教材 Learning Resources or Teaching Materials	價錢(港元) Price (HKD)
中國語文	XX 中國語文	小一	教師用書(一上)	xx
中國語文	XX 中國語文	小一	作業及答案題解(一下)	xx
中國語文	XX 中國語文	小二	作業及答案題解(二上)	xx
中國語文	XX 中國語文	小一至小三	專題研習(小一至小三)	xx
中國語文	XX 中國語文	小四	掛圖(四上)	xx
中國語文	XX 中國語文	小一至小六	網站支援／網上平台 (小一至小六)	xx (2022/23 學年年費)
中國語文	XX 中國語文	小六	遊戲卡	xx

Example 2: Learning resources / Teaching materials accompanying textbooks on the Recommended Textbook List that have not been reviewed.

科目 Subject	書名 Title	年級 Level	學習材料或教材 Learning Resources or Teaching Materials	價錢(港元) Price (HKD)
Mathematics	XX Mathematics	P1	Teacher's handbook (P1 1 st Term)	xx
Mathematics	XX Mathematics	P1	Workbook and answers (P1 2 nd Term)	xx
Mathematics	XX Mathematics	P2	Workbook and answers (P2 1 st Term)	xx
Mathematics	XX Mathematics	P1-P3	Assessment item bank	xx
Mathematics	XX Mathematics	P4	Wall chart	xx
Mathematics	XX Mathematics	P1-P6	Website support / Online Platform	xx (Subscription fee for the 2022/23 school year)
Mathematics	XX Mathematics	P6	Software Presentation Programme	xx

Specifications and Requirements of the “On Recommended Textbook List” Logo

Both newly published, reprinted textbooks and kindergarten learning resources on the **Recommended Textbook List (RTL)** must bear the “**On Recommended Textbook List**” logo (**RTL logo**) to distinguish them from textbooks and kindergarten learning resources which have not been reviewed. Publishers should note that the logos cannot be put on other supplementary materials which have not been submitted for review and are not on the **RTL**. Doing so may result in the removal of the related textbooks from the List. The form, size, colour as well as position of the **RTL** logo are illustrated below.

A. Form of the RTL logo

1. **For textbooks and kindergarten learning resources approved before February 2017:** the Chinese or English version of the **RTL** logo should be added as Figure 1 and Figure 2.



Figure 1



Figure 2

2. **For textbooks and kindergarten learning resources approved in February 2017 or thereafter:** when the textbooks are recommended to be included on the **RTL**, the publishers will receive the soft copy of the Chinese and English version of the **RTL** logo provided by the EDB (as figures 3 and 4).



Figure 3



Figure 4

B. Size and colour of the RTL logo:

- Size: 3 cm (diameter of outer circle)
- Colour: black-and-white
 - ❖ According to the logo samples, the background of the inner circle is in white with 50% black lettering while the background of the outer circle is in black

with 50% white lettering.

- Colour: four-colour or single-colour and inverted white:
 - ❖ Publishers may either follow the samples (figures 1 – 4) for colouring or use 50% of any colour for the background of the outer circle and the lettering in the inner circle. The background of the inner circle and lettering in the outer circle are in white.
 - ❖ The use of colour for the logo must not affect the price of the textbooks.

Attention: Publishers should NOT make any changes to the **RTL** logo (except for changing colour).

C. Position of the RTL logo:

- The logo created to the above specifications and requirements must be prominently and clearly printed on the back cover of the textbook.

Submission of Printed Textbook in Batches for Review

(Except for textbooks of Chinese Language, Chinese Literature, Putonghua, English Language, Music and Kindergarten learning resources)

1a. Submission of New Textbooks for the current Curriculum

Apart from the present submission arrangement, i.e., submitting the whole set of textbooks for a Key Stage altogether in the submission periods set out in para. 6.1 of Part 6, publishers are also allowed to submit textbooks by Key Stage in two or three batches **in three consecutive submission periods**. Each batch should include one or two groups of textbooks listed in the table below.

1b. Submission of New Textbooks for the New / Revised / Updated Curriculum

Unless the new / revised / updated curriculum provides notes of submission and specific submission period, publishers are allowed to submit new textbooks for a Key Stage by the whole set **within a specified period of time*** or in two or three batches **in three consecutive submission periods within a specified period of time*** after the new / revised / updated curriculum document has been finalised and announced. Each batch should include one or two groups of all textbooks listed in the table below. If deemed necessary, such arrangement will be revised according to the design of the new / revised / updated curriculum.

2. Publishers will receive feedback on textbook improvement about three months after submission. When submitting the second (or the third) batch of textbooks for review, publishers are not required to submit the first (and / or the second) batch of the reviewed and amended textbooks. The Textbook Committee will not accept any reviewed and amended textbooks.
3. Publishers may, after submitting the first batch of textbooks, opt for postponing the submission of the second batch of textbooks for review within the three consecutive submission periods. However, all the remaining textbooks should be submitted for review in the third consecutive submission period.
4. Review results will be made based on the assessment of the whole set of textbooks for a Key Stage and announced about three to four months after submission of the last batch of textbooks.
5. If publishers fail to submit the textbooks within the three consecutive submission periods, it will be regarded as the withdrawal of the submission of the whole set of textbooks concerned for review, and the same set of textbooks cannot be submitted for review in batches again.

*The specified period of time will not be less than 12 months and will be announced after the new curriculum document has been finalised.

Primary and Junior Secondary

Curriculum	First batch of textbooks	Second batch of textbooks	Third batch of textbooks
General Studies	P1 ; P4	P2 ; P5	P3 ; P6
Mathematics	P1 ; P4 ; S1	P2 ; P5 ; S2	P3 ; P6 ; S3
Physical Education	P1 ; P4 ; S1	P2 ; P5 ; S2	P3 ; P6 ; S3
Science	S1	S2	S3
Chinese History	S1	S2	S3
History	S1	S2	S3
Geography	One part of Part A, B and C	Another part of Part A, B and C	The remaining part
Religious Education	S1	S2	S3
Technology Education Key Learning Area – Information and Communication Technology (ICT) knowledge context	S1	S2	S3
Technology Education Key Learning Area – Technology and Living knowledge context	S1	S2	S3
Technology Education Key Learning Area – Design and Technology (includes Materials and Structures, Operations and Manufacturing, as well as Systems and Control knowledge contexts)	S1	S2	S3

Senior Secondary ^{#6}

Curriculum	First batch of textbooks	Second batch of textbooks	Third batch of textbooks
Mathematics (Compulsory part)	S4	S5	S6
Mathematics (Module 1)	Cover about 1/3 of the curriculum content	Cover about 1/2 of the remaining curriculum content	Cover all the remaining curriculum content
Mathematics (Module 2)	Cover about 1/3 of the curriculum content	Cover about 1/2 of the remaining curriculum content	Cover all the remaining curriculum content
Citizenship and Social Development	Theme 1	Theme 2	Theme 3
Physics	About 1/2 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part	Elective Part (A minimum of three electives are required)
Chemistry	About 1/2 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part	Elective Part
Biology	About 1/2 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part	Elective Part

Curriculum	First batch of textbooks	Second batch of textbooks	Third batch of textbooks
Chinese History	Compulsory Part (Part A)	Compulsory Part (Part B)	Elective Part (A minimum of three electives are required)
History ^{#7}	Theme A or Theme B	The remaining theme	-
Economics	Microeconomics (Compulsory Part – Topic A – E)	Macroeconomics (Compulsory Part – Topic F – J)	Elective Part
Geography	About 1/2 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part	Elective Part
Ethnics and Religious Studies	Compulsory Part (Module 1)	Compulsory Part (Module 2)	Elective Part (One of the modules)
Tourism and Hospitality Studies	Modules 1 and 3	Modules 2 and 4	Module 5
Business, Accounting and Financial Studies ^{#7}	About 1/3 of the textbooks of Compulsory Part	(Another) about 1/3 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part
Information and Communication Technology ^{#7}	About 1/3 of the textbooks of Compulsory Part	(Another) about 1/3 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part
Design and Applied Technology ^{#7} (For details of submission for review, please contact the Textbook Committee Secretariat ^{#3} .)	About 1/3 of the textbooks of Compulsory Part	(Another) about 1/3 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part
Physical Education	3 of 9 theoretical learning parts	Another 3 of 9 theoretical learning parts	The remaining 3 theoretical learning parts

^{#6} : Publishers should refer to the updated Curriculum and Assessment Guides (Secondary 4 – 6) available at the New Academic Structure Web Bulletin (www.edb.gov.hk/nas/en).

^{#7} : Submission for textbook review for the Elective Parts is not accepted.