

## **Notes for Submission of Textbooks for Review for the Senior Secondary Geography Curriculum (S4 – S6) (2007) (updated as at July 2017)**

### **(A) Guidelines and Procedures**

Publishers should read this Note in conjunction with:

- i. *“Guiding Principles for Quality Textbooks” (Revised June 2016),*
- ii. *“Guidelines on Submission of Printed Textbooks for Review” (latest version at the time of submission) / “Guidelines on Submission of e-Textbooks for Review” (latest version at the time of submission), and*
- iii. *“Printed Textbook Writing Guidelines for Geography (Secondary 4 – 6)” (August 2017) / “e-Textbook Writing Guidelines for Geography (Secondary 4 – 6)” (August 2017).*

Unless otherwise specified in the following paragraphs, publishers should observe the procedures and requirements for submission of textbooks written for the updated Senior Secondary Geography Curriculum (S4 – S6) for review as stipulated in the above-mentioned documents.

### **(B) Updated Curriculum Documents**

1. New textbooks (printed and e-textbooks) should be written to support the Senior Secondary Geography Curriculum (S4 – S6) updated in July 2017.
2. Publishers should write the textbooks with reference to the *“Final Draft of the Senior Secondary Geography Curriculum (S4 – S6) (2007) (updated as at July 2017)”*.
3. A lead time of not less than 12 months is given to publishers to write textbooks in line with the Senior Secondary Geography Curriculum (S4 – S6) updated in July 2017.

### **(C) Submission Schedule**

Before February 2019, publishers should follow the instructions below if they intend to submit Senior Secondary Geography textbooks for EDB’s review with respect to the *“Final Draft of the Senior Secondary Geography Curriculum (S4 – S6) (2007) (updated as at July 2017)”*. Submission of textbooks for this updated Senior Secondary Geography Curriculum out of the schedule below is **NOT** accepted.

#### *Submission of a full set of textbooks*

1. Publishers may submit a full set of printed and/or e-textbooks for review as a new edition/version in the form of a whole set or batches.

2. If publishers have Senior Secondary Geography textbooks on the RTL currently, they are allowed to submit printed textbooks for review as **a revised edition** on the condition that their textbooks on the RTL have fulfilled the “five-year-rule of no revision”.
3. For submission in a whole set, all textbooks should be submitted in the designated period from **3 September 2018 (Monday) to 28 September 2018 (Friday)**.
4. For submission in batches, the schedule as well as options for the combination of textbooks are tabulated below:

Submission Period Combination of textbooks	Submission in batches (1 <sup>st</sup> )	Submission in batches (2 <sup>nd</sup> )	Submission in batches (3 <sup>rd</sup> )
	2 January 2018 – 31 January 2018	2 May 2018 – 31 May 2018	3 September 2018 – 28 September 2018
A	About 1/2 of the Compulsory Part	The remaining of the Compulsory Part	Elective Part
B	---	All of the Compulsory Part	Elective Part
C	---	Elective Part	All of the Compulsory Part

Submission of individual modules only

5. Publishers may submit individual modules, including but not only confined to those updated modules listed in the “*Final Draft of the Updated Senior Secondary Geography Curriculum (S4 – S6) (2007) (updated as at July 2017)*” for review as **a revised edition** if their printed textbooks on the RTL have fulfilled the “five-year-rule of no revision”.
6. Individual modules are allowed to submit for review from **3 September 2018 (Monday) to 28 September 2018 (Friday)** only.

**(D) Release of Textbook Review Results**

1. The review results of printed and e-textbooks written for the “*Final Draft of the Updated Senior Secondary Geography Curriculum (S4 – S6) (2007) (updated as at July 2017)*”, for both new and revised editions, will be released in **late February 2019** if the textbooks are submitted according to the submission schedule listed in Part C.
2. For submission of textbooks in batches for review, the review results will be made based on the assessment of the full set of textbooks.

Textbook Committee Secretariat  
August 2017