

Guidelines on Submission of Printed Textbooks for Review

(Revised in February 2021)

1. Definition of “Textbooks”

- 1.1 In general, “**printed textbooks**” refer to student books in printed form specially written in line with the latest curriculum documents issued by the Curriculum Development Council (CDC) for use in Hong Kong. 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 classified as “**Recommended**” (**R**) and included on the **Recommended Textbook List (RTL)**. Please refer to [Appendix 1](#) for the existing curricula which accept submission of printed textbooks for review.
- 1.2 Workbooks are not classified as “**printed textbooks**” and are therefore not reviewed. Only practical work (regardless of whether compiled as a separate workbook) for science subjects at the secondary level (i.e., Science (S1-S3), Physics, Chemistry, Biology, Integrated Science and Combined Science), which are considered as an integral part of the textbooks, should be submitted together with textbooks for review.
- 1.3 For kindergarten learning resources, publishers are required to submit all resource materials accompanying the textbooks including the teacher's guides / handbooks. For language subjects at the primary and secondary levels, the audio scripts of the listening practices (if applicable) should also be submitted. Such materials, however, are not reviewed or included on the **RTL**.
- 1.4 Publishers are encouraged to submit the teacher’s guide / handbook of the printed textbooks for KLAs / subjects at the primary and secondary levels, which provide information of the teaching approaches and strategies adopted by teachers using the textbooks. However, such resource materials are not reviewed or included on the **RTL**.
- 1.5 For the sake of simplicity, the word “Textbook” mentioned throughout this document refers to “Printed Textbooks” and “Kindergarten Learning Resources”.

2. Recommended Textbook List (RTL)

- 2.1 To facilitate schools in making appropriate choice of textbooks, the **RTL** for various levels and subjects has been uploaded to the “Textbook Information” webpage at www.edb.gov.hk/textbook and will be updated as appropriate.
- 2.2 Textbooks on the **RTL** have been reviewed and considered as 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 can make reference and select textbooks on the **RTL**, but it is not a requirement.
- 2.3 Details such as the price and weight of individual textbooks are provided on the **RTL** for schools’ reference in the selection of textbooks.
- 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 teaching / learning materials are debundled from the textbooks and priced separately. There are links to publishers’ webpages which provide relevant pricing information of the teaching / learning materials on the **RTL** webpage as a reference for schools and parents (see [Appendix 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 in question from the RTL and notification to the schools of the decision.

- 2.5 The **RTL** also -
- 2.5.1 displays textbooks / e-textbooks in ascending order of prices and change of prices of textbooks / e-textbooks across years for schools' reference in the selection of textbooks and for parents' reference to the change of textbook prices; and
 - 2.5.2 provides brief commentaries as regards the core vetting criteria in the textbook review to give more information to schools 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 specifications of the "**On Recommended Textbook List**" logo at [Appendix 3](#).
- 2.7 As the information on the **RTL** is very important to schools' textbook selection and parents' purchase of textbooks, the EDB's Textbook Committee Secretariat (the Secretariat) will timely update the **RTL** as appropriate and take those textbooks no longer applicable to the existing curriculum off the **RTL**.

3. Procedures for Submission of Textbooks for Review

- 3.1 All textbooks for review should be forwarded to the Secretariat at Room E326, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.
- 3.2 In order for the EDB to conduct textbook review more effectively, publishers are required to complete the "[Printed Textbook Review Application Form \(Revised in February 2021\)](#)" and send the soft copy of the completed form (in the format of **MS Word** or **fillable PDF**) to the Secretariat by e-mail (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 e-mail. 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 of this document.
- 3.4 In case a black rainstorm warning or typhoon signal No.8 or above is issued 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 submitted copies are required for review. Their 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 **Three** copies of the textbooks submitted for review should be the "**double-blind**" version (including the content materials, hyperlinks / QR codes, etc.) which **should not** contain any information about the book titles, publishers, authors, advisors, acknowledgements, web links 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. This measure is to be in line with the

implementation of the “**double-blind**” review system since July 2012, so as to enhance the objectivity and impartiality of the textbook review.

- 3.5.3 **One copy** of the textbooks should be the “**non double-blind**” version. “Non-double-blind” version, with the information intended to be shown in the textbooks for sales, contains the book titles and the information about the publishers, authors, advisors, acknowledgements, etc.
- 3.5.4 All resource materials accompanying the textbooks for review, such as the teacher's guides/handbooks, etc. should be “**double-blind**”.
- 3.5.5 The number of submitted copies for the “double-blind” and “non double-blind” versions of new textbooks / 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 Publishers should avoid putting excessive hyperlinks / QR codes in the textbooks so as not to violate the self-containment principles. If the content of the hyperlinks / QR codes is not ready, publishers should submit a list describing the content of these hyperlinks / QR codes for reference. However, the content of hyperlinks / QR codes will not be reviewed.
- 3.5.7 If publishers fail to meet the above-mentioned requirements, the Secretariat will return the textbooks submitted and 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 (see [Appendix 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). There is a professional need to assess all textbooks of the same series as a whole so that the quality, coherence and continuity of the series and the coverage of the respective curriculum can be properly appraised. A separate submission form for textbooks of a Key Stage is required (for example, two submission forms are required for textbooks across 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 a Key Stage. Please refer to [Appendix 4](#) “Submission of Printed Textbooks in Batches for Review” 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 or provide the necessary documents; and
 - The contents and organisation of the textbooks are of great similarities to another set of textbooks of the same subject and key stage currently on the **RTL** (regardless of whether both of them are from the same publisher).

4. Textbook Revision

- 4.1 All textbooks on the **RTL** must be submitted to the Textbook Committee for review

and approval before the issuance of the revised edition.

- 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. In general, except for Life and Society subject, a title once classified as **“ R - To be included on the Recommended Textbook List”** will not be accepted for revision within five years.
- 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” colour-printed copy. Under special circumstances where it is difficult to highlight the corresponding changes, for example, the whole module is newly added or has been entirely re-written, publishers should provide justifications in the application letter to seek for exemption from highlighting the changes.
- 4.4 The revision of textbooks will not be permitted if the justifications provided are not substantial or no significant improvement has been made to the textbook content, even though the textbooks concerned have satisfied the “five-year-rule of no revision”.
- 4.5 The revised edition of textbooks for review may be submitted by Key Stage, year level or 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 the amendments to be made in a textbook are typographical errors only, submission of the textbooks for review is not required. Publishers can publish the textbooks as a **“reprint”** version.

Reprint with Minor Amendments

- 5.3 If the amendments to be made in a textbook are other than typographical errors, the publisher concerned must submit the proposed changes of the textbook to the EDB for review in terms of **“reprint with minor amendments”** before the reprint. 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. For submission of **“reprint with minor amendments”** edition for review, one “non-double-blind” colour-printed copy will suffice.
- 5.4 When **“reprint with minor amendments”** have been made to a textbook on the **RTL**, the publisher should include in the reprint edition **the year of its First edition and the year(s) of all the reprint(s)**, together with the phrase **“Reprinted with minor amendments”**. For example:

First published in 2009 (2009年初版) Reprinted with minor amendments in 2015 (2015年重印兼訂正) Reprinted with minor amendments in 2019 (2019年重印兼訂正)

- 5.5 Textbooks of **“Reprinted with minor amendments”** edition are not enlisted separately on the **RTL**. However, the phrase **“Reprinted with minor**

amendments” or 「重印兼訂正」 will appear next to that textbook title on the **RTL** to indicate that there is a “**reprinted with minor amendments**” edition in addition to the original version of the textbook.

- 5.6 Application for review of “**reprint with minor amendments**” edition can be submitted throughout the year and are not bound by the submission period requirement set out in Part 6.

Points to Note

- 5.7 For textbooks to be “**reprinted**” and “**reprinted with minor amendments**”, there should not be any changes with regard to the appearance of the book (including the design of both the front and back covers, the title, the size and the page order).
- 5.8 Publishers should also list all the changes of the textbook content in the form of **appendices** or **corrigenda**, and notify schools concerned timely and distribute them to students using the old textbooks for free via schools.
- 5.9 If publishers fail to comply with the requirements stated as above, 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 2021 and 2022 are tabulated below:

Submission period	Start date of submission	Deadline of submission
2021 1 st submission period	16 February 2021	15 March 2021
2021 2 nd submission period	15 June 2021	15 July 2021
2021 3 rd submission period	15 October 2021	15 November 2021
2022 1 st submission period	15 February 2022	15 March 2022
2022 2 nd submission period	15 June 2022	15 July 2022
2022 3 rd submission period	17 October 2022	15 November 2022

- 6.2 Submission for textbooks of “**reprint with minor amendments**” is not bound by the submission period set out in para. 6.1.
- 6.3 Should any publishers fail to meet the submission deadlines, the textbooks will be processed in the next submission period.
- 6.4 For the implementation of new / revised / updated curriculum, publishers should submit textbooks for review after the 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 a Key Stage and announced about three to four months after the submission of the last batch of textbooks). Textbooks classified as “**R - To be included on the RTL**” will be put on the **RTL**.

- 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 in terms of individual volumes.
- 7.3 For textbooks classified as “**R - To be included on the Recommended Textbook List**”, publishers are required to complete and return to the Secretariat the “**Information on Textbook Form**” (including information about the prices, the weight, the number of pages, the web-links for the pricing information of teaching/learning materials debundled from the textbooks, and the tentative date for the submission of printed copies for EDB’s checking, etc.) within a specified period of time (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. If the publishers concerned have submitted the required information on or before the deadline, those textbooks of the same subject, same key stage as well as submitted for review within the same submission period will be put on the **RTL** at the same time. However, if an individual publisher fails to submit the required information in time, the textbook(s) concerned will be arranged to put on the **RTL** at least one month after the publisher concerned has submitted all the required information.
- 7.4 The textbook review reports and all the related documents and information should not be disclosed to the Third Party. They are for the relevant publishers’ internal reference only. Reproduction of any parts of the review reports without the prior consent in writing of the Textbook Committee Secretariat of the EDB, is strictly prohibited.
- 7.5 Comments contained in the textbook review reports and the brief commentaries on the core criteria of the textbook should not, under any circumstances or in any manner, be used for any form of advertising, sales promotion or publicity.

8. Promotional Copies

To avoid misunderstanding by schools, there should be clear indication on all promotional copies of the textbooks that have not been put on the **RTL**. The phrase “**UNCORRECTED PROOF COPY**” or 「有待更正版本」 should be prominently stamped in 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** as a reference for schools and parents.
- 9.2 **Before the sale of the new or revised textbooks**, publishers are required to **send six sets of printed copies of the textbooks to the EDB for checking**. For “reprint with minor amendments” editions, 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 with the specifications of the submitted copies, or amendments are made in the printed copies out of the advice given in the Textbook Review Reports without permission of the Secretariat, or if 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**.

- 9.3 To improve 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 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 necessary amendments but 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 general, **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 checking and take such titles off the **RTL**.
- 9.4 Publishers are required to obtain all necessary consent and clearances for the authorised use of third party copyrighted materials, for instance, images, articles, reference links, etc. Publishers are required to submit the “[Copyright Declaration](#)” when they send the printed copies to the EDB for checking. If it is proven that the textbooks contain copyright infringed materials, even though they have passed the review, the EDB still reserves the right to remove the textbooks concerned from the **RTL**.
- 9.5 To make **corrigenda** and **appendices** convenient for schools, parents and students to access, in addition to the requirements set in para. 5.8, publishers are required to submit hyperlink(s) to be put onto the **RTL** direct to the respective **corrigenda** and **appendices**. If publishers fail to comply with the requirements stated in para. 5.8 or submit the relevant hyperlink(s) to the EDB for checking, the EDB reserves the right to remove the relevant titles from the **RTL**.
- 9.6 Publishers should review the textbook contents from time to time to ensure that they are in line with the aims and objectives of the curriculum of respective subjects, the information provided is correct, complete, objective and impartial, and they can help students to construct knowledge, develop skills and nurture positive values and attitudes. When necessary, publishers can make amendments to the textbook contents in the form of corrigenda 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 Guides and Guidelines for the reference of textbook authors, reviewers and teachers in writing, reviewing and selecting textbooks respectively:

- [“Kindergarten Education Curriculum Guide \(2017\)”](#)
- [“Basic Education Curriculum Guide \(Primary 1-6\) \(2014\)”](#);
- [“Secondary Education Curriculum Guide \(2017\)”](#);
- [Guiding Principles for Quality Textbooks \(2016\)](#); and
- the specific KLA / subject writing guidelines.

All the reference documents mentioned above have been uploaded to the “Textbook Information” webpage at www.edb.gov.hk/textbook.

11. Guiding Principles for Printing of Textbooks

To encourage the publishers to print textbooks using appropriate printing methods with low cost features, the EDB prepared **the Guiding Principles for Printing of Textbooks** (formerly known as “Guidelines for Printing of Textbooks”) in June 2014 for publishers’ reference. It has been uploaded to the “Textbook Information” webpage at www.edb.gov.hk/textbook .

Textbook Committee
Education Bureau
February 2021

Current Curricula
Submission for Textbook Review Accepted (Updated in February 2021)

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)	Textbooks should contain the foundation part of all 29 core modules listed in the curriculum documents. Publishers may decide whether to publish the extended part of the core modules and the enrichment modules.
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.

Junior Secondary Curriculum ^{#1} (Publishing year of curriculum document)	Points to note
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 (2007) (with updates in November 2015)	Submission for textbook review for the Elective Part is not accepted.
Chinese Literature (2007) (with updates in November 2015)	
English Language (2007) (with updates in November 2015)	Submission for textbook review for the Elective Part is not accepted.
Mathematics (2017)	-
Physics (2007) (with updates in November 2015)	For submission for textbook review for the Elective Part, a minimum of three electives are required.
Chemistry (2007) (with updates in June 2018)	-
Biology (2007) (with updates in November 2015)	-
Science – Combined Science (2007) (with updates in June 2018)	-
Science – Integrated Science (2007) (with updates in November 2015)	-
Chinese History (2007) (with updates in November 2015)	For submission for textbook review for the Elective Part, a minimum of three electives are required.
History (2007) (with updates in November 2015)	Submission for textbook review for the Elective Part is not accepted.
Economics (2007) (with updates in November 2015)	-
Geography (2007) (with updates in July 2017)	-
Ethnics and Religious Education (2007) (with updates in November 2015)	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)	-
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.
Information and Communication Technology (2007) (with updates in	<ul style="list-style-type: none"> • The revised curriculum will be in effect from Secondary 4 in the 2022/23 school year. The

Senior Secondary Curriculum ^{#2} (Publishing year of curriculum document)	Points to note
November 2015)	updated curriculum and assessment guide will be released in the first quarter of 2021. <ul style="list-style-type: none"> ● Submission for textbook review for the Elective Part is not accepted.
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.
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 the New Academic Structure Medium-term Review. 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). For details, please refer to the EDB Circular Memorandum No. 187/2015.

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

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

- Publishers should provide on their webpages the pricing information of teaching / learning materials accompanying textbooks on the Recommended Textbook List (RTL) that have not been reviewed. They should list the items of teaching / learning materials in separate rows, and supply information for “Subject”, “Title and Subtitle”, “Level”^{#3}, “Teaching / Learning Materials Category”^{#4} and “Price” on their webpages as shown in the *Annex* (Examples for Reference) and provide the EDB with relevant web-links.
- Publishers should provide information in Chinese for the Chinese edition of teaching / learning materials, and in English for the English edition of teaching / learning materials.
- Teaching / learning materials of the same subject / set **should be listed together** as far as possible for easy reference.

#3: Indicate “Level” with a single level or a Key Stage, e.g. 小一、小一至小三、小一至小六、P1, P1-P3 or P1-P6, according to the content and scope of teaching / learning materials.

#4: Indicate “Teaching / Learning 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 guide | • 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: Teaching/learning materials accompanying textbooks on the Recommended Textbook List that have not been reviewed.

科目 Subject	書名 Title	年級 Level	教材或學習材料副標題 Subtitle for Teaching or Learning Material	價格(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 (2021/22 學年年費)
中國語文	XX 中國語文	小六	遊戲卡	xx

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

科目 Subject	書名 Title	年級 Level	教材或學習材料副標題 Subtitle for Teaching or Learning Material	價格(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 2021/22 school year)
Mathematics	XX Mathematics	P6	Software Presentation Programme	xx

Specifications of the “On Recommended Textbook List” Logo

Both newly published or reprinted textbooks and kindergarten learning resources on the **Recommended Textbook List (RTL)** must bear the logo “**On Recommended Textbook List**” (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 thereunder.

A. Form of the RTL logo

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



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 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 Existing 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 Curriculum

Unless the new / revised 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 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 curriculum.

2. Publishers will receive feedback on textbook improvement about three months after submission. When submitting the second batch (or the third batch) of textbooks for review, publishers are not required to submit the first batch (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
Life and Society	S1	S2	S3
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 ^{#5}

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	
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	
Science –	Physics	About 1/2 of the textbooks of Physics Part	The remaining textbooks of Physics Part	-

Curriculum		First batch of textbooks	Second batch of textbooks	Third batch of textbooks
Combined Science	Chemistry	About 1/2 of the textbooks of Chemistry Part	The remaining textbooks of Chemistry Part	-
	Biology	About 1/2 of the textbooks of Biology Part	The remaining textbooks of Biology Part	-
Science – Integrated Science		About 1/2 of the textbooks of Compulsory Part	The remaining textbooks of Compulsory Part	Elective Part
Chinese History		Compulsory Part (Part A)	Compulsory Part (Part B)	Elective Part (A minimum of three electives are required)
History ^{#6}		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 ^{#6}		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 ^{#6}		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 ^{#6} (For details of submission for review, please contact the Textbook Committee Secretariat.)		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

#5: Publishers should refer to the listed Curriculum and Assessment Guides (Secondary 4 – 6) (2007) (with updates in November 2015) available at the New Academic Structure Web Bulletin (www.edb.gov.hk/nas/en).

#6 : Submission for textbook review for the Elective Part is not accepted.