Guidelines on Submission of e-Textbooks for Review  
(Revised in February 2020)

1. e-Textbooks for Review

1.1 An electronic textbook ("e-textbook") submitted for review has to comply with the following requirements:

- It is written in accordance with the latest curriculum documents issued by the Curriculum Development Council ("CDC") for use in Hong Kong;
- It has to be a comprehensive and self-contained curriculum package with e-features that are designed to support the implementation of a Key Learning Area ("KLA") / school subject; and
- It 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). Please refer to Appendix I for the existing curricula which accept submissions for e-textbook review.

1.2 The Education Bureau (EDB) will not review any deliverables not classified as "e-textbooks", such as question / assessment banks and reference links.

1.3 "e-Textbooks" that reach the acceptable standard as assessed by the textbook review panels are classified as "Recommended" (R) and included on the Recommended e-Textbook List (eRTL).

1.4 Publishers are encouraged to submit the teacher’s guide / user manual which provides background information such as teaching approaches and strategies to be used as well as the operation of e-features. However, such resource materials are not reviewed or included on the eRTL.

2. Recommended e-Textbook List (eRTL)

2.1 To facilitate schools in making appropriate choice of e-textbooks, the eRTL for various year 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 e-Textbooks on the eRTL 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, pedagogical use of e-features as well as technical and functional requirements. Schools can make reference and select textbooks on the eRTL, but it is not a requirement.

2.3 Details such as the latest version, price and download size for offline version of individual e-textbooks are provided on the eRTL for schools’ reference in the selection of e-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 e-textbooks and priced separately. There are links to publishers’ webpages which provide relevant pricing and other
information about the e-textbooks on the eRTL 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 e-textbooks in question from the eRTL and notifying to the schools of the decision.

2.5 The eRTL 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 e-textbooks and for parents’ reference to the change of e-textbook prices; and

2.5.2 provides brief commentaries as regards the core vetting criteria in the e-textbook review to give more information and enhance transparency; hence facilitating schools’ selection of e-textbooks.

2.6 The logo “On Recommended e-Textbook List – Approved Version” or the logo “On Recommended e-Textbook List – Checked Version”, which indicates the approved or checked version number and date given by the EDB, should be prominently placed on the contents page of the e-textbooks to distinguish them from learning materials which have not been reviewed. (Please refer to Appendix 3 for details.)

2.7 As the information on the eRTL is very important to schools’ textbook selection and parents’ purchase of e-textbooks, the EDB’s Textbook Committee Secretariat (the Secretariat) will timely update the eRTL as appropriate and take those e-textbooks no longer applicable to the existing curriculum off the eRTL.

3. Procedures for Submission of e-Textbooks for Review

3.1 In order for the EDB to conduct textbook review more effectively, publishers are required to complete the “e-Textbook Review Application Form” (Revised in February 2020) and send the soft copy of the completed form (in MS Word format) to the Secretariat by email (textbook@edb.gov.hk) at least three working days before the intended submission date / submission deadline.

3.2 Upon receiving the soft copy of application form, the Secretariat will send to the publisher the registration number of the relevant e-textbook(s), the login name and password for the “e-Textbook Management System” (eTBMS) as well as its operation manual.

3.3 Publishers are required to follow the operation manual and submit the following to the eTBMS before the submission deadline stated in Part 5 of this Guidelines:

- All contents of the e-textbook (both online and offline versions);
- Suggested answers for interactive activities or exercises in the e-textbook (MS Word or PDF format);
- Audio scripts for listening practices (if any) (MS Word or PDF format);
- Execute files (.exe) or mobile application software (App) (if any);
- User Manual / Handbook / Teacher’s Guide; and
3.4 Publishers are also required to send the following information and materials to the Secretariat in person or by post at Room E326, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon before the submission deadline:

- The true copy of the “e-Textbook Review Application Form” with the company’s stamp;
- Four sets of offline version of the e-textbook by means of a data carrier, such as USB flash drive, memory card and DVD Rom;
- Information for 10 trial accounts (such as user name and password); and
- The true copy of “e-Textbook Privacy Policy Statement (for Publishers)” with the company’s stamp.

(Submission of printed copies of e-textbooks, print-on-demand materials and user manuals / teacher’s guides is not necessary.)

3.5 In case a Black Rainstorm Warning or Tropical Cyclone Warning Signal No.8 or above is issued between 12:00 noon and 5:30 pm of the e-textbook submission due date, the submission closing time will be extended to 12:00 noon of the next day (excluding Saturday, Sunday and public holiday).

3.6 Before the release of the e-textbook review results or amendment check results, publishers must not make any changes to the e-textbooks submitted (including the online version), or else the review process may be terminated.

3.7 To be in line with the implementation of the ‘double-blind’ review system, both the online and offline versions of the e-textbooks submitted, and all the supplementary materials mentioned in paragraph 3.3 above (including the content materials, web links, QR codes, app logos, file names, etc.) should not contain any information about the book titles, publishers, authors, advisors, acknowledgements, etc. so as to enhance the objectivity and impartiality of the e-textbook review. The cover of the e-textbooks can only display the Key Stage / year level and subject, e.g. Primary Two Mathematics, Senior Secondary Biology. If publishers fail to meet the above-mentioned requirements, the Secretariat will return the e-textbooks submitted, and they should re-submit the amended version within three working days, or else the review will be deferred to the next submission period.

3.8 In submitting new e-textbooks written in accordance with the respective subject curriculum documents (see Appendix I) for review, publishers are required to submit e-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 e-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 e-textbooks of a Key Stage is required (for example, two submission forms are required for e-textbooks across Primary 1 to Primary 6).

3.9 Publishers are allowed to submit e-textbooks of a Key Stage written for the revised curriculum guides of specified subjects for review in batches, whilst the review results will be based on the assessment of the whole set of e-textbooks for a Key Stage.
Publishers should refer to Appendix 4 “Submission of e-Textbooks in Batches for Review” for details.

3.10 The Textbook Committee reserves the right to reject the review of e-textbooks including, but not limited to the following circumstances:

- The e-textbooks (new / updated version) submitted have been classified as "Not to be included on the Recommended e-Textbook List" twice;
- The e-textbooks fail to comply with the submission requirements or provide the necessary documents; and
- The e-textbook contents and organisation are of great similarities to another set of e-textbooks of the same subject and key stage currently on the eRTL (regardless of whether both of them are from the same publisher).

4. Updating on e-Textbooks

4.1 Publishers may update e-textbooks on the eRTL when considered necessary. No review is required if the amendments are about the updates / upgrade of the operating system / software, bug fixes, or simply to address issues related to typographical errors or web links on reference materials that do not affect learning and teaching. Publishers should notify the Secretariat and the users about such updates by means of pop-up windows, emails, etc.

4.2 When the e-textbook has been updated because of the reasons stated in para. 4.1, its version number should also be updated simultaneously. Publishers should change the number of the “Checked Version” given by the EDB by extending a subordinate digit (e.g., 1.1 to become 1.1.1; if there is further updating without requirement for review afterwards, the subordinate number will continue to 1.1.2, 1.1.3 and so on). The latest version number as well as the date of the last update should be displayed on the contents page of the e-textbook.

4.3 If changes involve the subject content (including information or data updates), learning activities, use of language, additional web links, amendment / addition / deletion / substitution affecting the learning and teaching process or teaching methodologies, etc., publishers may submit the updated parts to the Textbook Committee for review together with two sets of data carriers with the offline version of the updated e-textbook as well as a log sheet listing the update details for review on condition that the structure and organisation (including modules / chapters / units and topics) of the e-textbook remain unchanged. Applications for review of updates mentioned above are not bound by the specific submission months.

4.4 If the updating involves changes in the structure and organisation of content, publishers may submit the whole set of e-textbooks to the EDB for review again five years after the submission date of the previous version. In submitting a full set of updated version of e-textbooks for review, written justifications for the updates and a summary table of the original and the proposed changes should be provided. When the updated version is assessed as having substantial improvement compared with the old version, the Secretariat will update the number and the date of the Approved
**Version** (e.g., 2.0).

4.5 Updating of the whole set of e-textbooks will not be permitted if the justifications provided are not substantial or no significant improvement has been made to the e-textbook content, even though the e-textbooks concerned have satisfied the five-year rule.

4.6 Even though the e-textbook has been updated, users can decide when to download the updated version. To ensure that users can still use the previous version(s) of the e-textbook, publishers should keep providing the necessary technical support to users within the subscription effective period.

5. **Submission Schedules**

5.1 From 2017 onwards, there will be three submission periods for e-textbooks per year and they are **February, June** as well as **October**. The last working day (except Saturday, Sunday or public holidays) of the respective e-textbook submission months is the deadline for submission. The submission periods in 2020 and 2021 are tabulated below:

<table>
<thead>
<tr>
<th>Submission period</th>
<th>Start date of submission</th>
<th>Deadline of submission *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st submission period 2020</td>
<td>3 February 2020</td>
<td>28 February 2020</td>
</tr>
<tr>
<td>2nd submission period 2020</td>
<td>1 June 2020</td>
<td>30 June 2020</td>
</tr>
<tr>
<td>3rd submission period 2020</td>
<td>5 October 2020</td>
<td>30 October 2020</td>
</tr>
<tr>
<td>1st submission period 2021</td>
<td>1 February 2021</td>
<td>26 February 2021</td>
</tr>
<tr>
<td>2nd submission period 2021</td>
<td>1 June 2021</td>
<td>30 June 2021</td>
</tr>
<tr>
<td>3rd submission period 2021</td>
<td>4 October 2021</td>
<td>29 October 2021</td>
</tr>
</tbody>
</table>

*For postal submission, date of the stamp chop will be used as the submission date.

5.2 Should any e-textbook fail to meet the submission deadline (including the uploading as well as submission of the e-textbook materials and documents in person / by post), it will be processed in the next review period.

5.3 For the implementation of new / revised / updated curriculum, publishers should submit e-textbooks for review after the new / revised / updated curriculum documents have been **finalised and announced**.

6. **Release of e-Textbook Review Results**

6.1 In general, the process of e-textbook review will be completed in about four months after submission of the e-textbooks. e-Textbooks classified as **“Recommended”** will be put on the eRTL and issued the logo **“On eRTL – Approved Version”**.

6.2 For more than one set of textbooks (regardless of printed and 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 e-textbooks versus the updated version of a few e-textbooks of an existing set, the review results may not be released at the same time. For submission of an updated version of e-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.

6.3 For those e-textbooks classified as “Recommended”, publishers are required to complete and return to the Secretariat the “Information on e-Textbook” (Appendix 2) within a specified period of time (usually within five working days after the release of review results). All information will be put on the eRTL for reference of schools and parents. If the publishers concerned have submitted the required information on or before the deadline, those e-textbooks of the same subject, same key stage as well as submitted for review within the same submission period will be put on the eRTL at the same time. However, if an individual publisher fails to submit the required information in time, the e-textbook(s) concerned will be arranged to put on the eRTL at least one month after the publisher concerned has submitted all the required information.

6.4 Publishers are required to revise the e-textbooks in accordance with the required amendments listed in the e-Textbook Review Reports before they are issued the logo “On eRTL” printed with the number and the date of the Checked Version. (Please refer to Appendix 3 for details.)

6.5 Publishers are also required to provide six user’s accounts of the e-textbooks for free to the EDB for internal reference when submitting the revised e-textbooks for amendment check. If the revised versions fail to comply with the advice given in the e-Textbook Review Reports, or amendments are made in the revised versions out of the advice given in the e-Textbook Review Reports without permission of the Secretariat, or if publishers fail to provide the user’s accounts of the e-textbooks, the EDB reserves the right to remove such titles from the eRTL.

6.6 To improve the effectiveness and quality of amendment check of the revised e-textbooks, publishers are required to submit a follow-up report in form of table listing out all the follow-ups of “required amendments” and “suggestions for improvement” as stated in the e-Textbook Review Report, and their corresponding positions / page numbers of the revised e-textbooks. In the event that there are amendments not specified in the e-Textbook Review Reports, publishers should tabulate them with justifications and the corresponding positions / page numbers of the revised e-textbooks as well. 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 take such titles off the eRTL.

6.7 The 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, EDB, is strictly prohibited.

6.8 Comments contained in the review reports and the commentaries on the core criteria of the e-textbook should not, under any circumstances or in any manner, be used for any form of advertising, sales promotion or publicity.
6.9 Publishers are required to obtain all necessary consent and clearances for the authorised use of third party copyrighted materials, for instance, images, articles, audio-visual materials and reference links. Publishers are required to submit the “Copyright Declaration” when they send the revised version of the e-textbooks to the EDB for amendment check. If it is proven that the e-textbooks contain copyright infringed materials, even though they have passed the review, the EDB still reserves the right to remove the e-textbooks concerned from the eRTL.

7. e-Textbook Writing Guidelines

The EDB has compiled the following guidelines for the reference of e-textbook writers, reviewers and teachers in writing, reviewing and selecting e-textbooks:

- **Basic Education Curriculum Guide (Primary 1-6) (2014);**
- **Secondary Education Curriculum Guide (2017);**
- **Guiding Principles for Quality Textbooks (2016);**
- e-Textbook Technical and Functional Requirements (updated June 2016) (**Appendix 5**); and
- the specific KLA / subject e-textbook writing guidelines.

All the guidelines and reference documents mentioned above have been uploaded to the “Textbook Information” webpage at [www.edb.gov.hk/textbook](http://www.edb.gov.hk/textbook).

Textbook Committee
Education Bureau
February 2020
## Current Curricula

Submission for e-Textbook Review Accepted (Updated in February 2020)

<table>
<thead>
<tr>
<th>Primary Curriculum #1</th>
<th>Points to note</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Publishing year of curriculum document)</td>
<td></td>
</tr>
<tr>
<td>Chinese Language (2004)</td>
<td>-</td>
</tr>
<tr>
<td>English Language (2004)</td>
<td>-</td>
</tr>
<tr>
<td>Mathematics (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Putonghua (2017)</td>
<td>-</td>
</tr>
<tr>
<td>General Studies (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Music (2003)</td>
<td>-</td>
</tr>
<tr>
<td>Visual Arts (2003)</td>
<td>-</td>
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<tr>
<td>Physical Education (2017)</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Junior Secondary Curriculum #1</th>
<th>Points to note</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Publishing year of curriculum document)</td>
<td></td>
</tr>
<tr>
<td>Chinese Language (2001)</td>
<td>-</td>
</tr>
<tr>
<td>English Language (2018)</td>
<td>-</td>
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<tr>
<td>Mathematics (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Putonghua (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Science (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Geography (2011)</td>
<td>-</td>
</tr>
<tr>
<td>History (2018)</td>
<td>-</td>
</tr>
<tr>
<td>Chinese History (2018)</td>
<td>-</td>
</tr>
<tr>
<td>Religious Education (1999)</td>
<td>-</td>
</tr>
<tr>
<td>Life and Society (2010)</td>
<td>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.</td>
</tr>
<tr>
<td>Technology Education Key Learning Area – Information and Communication Technology (ICT) knowledge context (2017)</td>
<td>Textbooks should contain learning element modules K1, K2, K16 and E1 listed in the curriculum document.</td>
</tr>
<tr>
<td>Technology Education Key Learning Area – Technology and Living knowledge context (2017)</td>
<td>Textbooks should contain learning element modules K10, K11, K12, K13, K14, K15, E8, E9 and E10 listed in the curriculum document.</td>
</tr>
<tr>
<td>Technology Education Key Learning Area – Design and Technology (includes Materials and Structures, Operations and Manufacturing, as well as Systems and Control knowledge contexts) (2017)</td>
<td>Textbooks should contain learning element modules K3, K4, K5, K6, K8, K9, E2, E3, E6 and E7 listed in the curriculum document.</td>
</tr>
<tr>
<td>Music (2003)</td>
<td>-</td>
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<tr>
<td>Visual Arts (2003)</td>
<td>-</td>
</tr>
<tr>
<td>Physical Education (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Senior Secondary Curriculum (Publishing year of curriculum document)</td>
<td>Points to note</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>English Language (2007) (with updates in November 2015)</td>
<td>Submission for textbook review for the Elective Part is not accepted.</td>
</tr>
<tr>
<td>Mathematics (2017)</td>
<td></td>
</tr>
<tr>
<td>Physics (2007) (with updates in November 2015)</td>
<td>For submission for textbook review for the Elective Part, a minimum of three electives are required.</td>
</tr>
<tr>
<td>Chemistry (2007) (with updates in June 2018)</td>
<td></td>
</tr>
<tr>
<td>Chinese History (2007) (with updates in November 2015)</td>
<td>For submission for textbook review for the Elective Part, a minimum of three electives are required.</td>
</tr>
<tr>
<td>Economics (2007) (with updates in November 2015)</td>
<td></td>
</tr>
<tr>
<td>Ethnics and Religious Education (2007) (with updates in November 2015)</td>
<td>For submission for textbook review for the Elective Part, a minimum of one elective is required.</td>
</tr>
<tr>
<td>Information and Communication Technology (2007) (with updates in November 2015)</td>
<td>Submission for textbook review for the Elective Part is not accepted.</td>
</tr>
</tbody>
</table>
- For details of submission for review, please contact the Textbook Committee Secretariat. |

#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 e-Textbooks

- Publishers are requested to provide information about their e-textbooks by completing the form given.
- Fill in the information with the same language as the language version of the e-textbook unless specified otherwise.
- Publishers are requested to provide the EDB with a web-link containing the information listed in Part C. If the webpage is not available yet, publishers should create a simple webpage as a temporary measure to indicate that the webpage is still “Under Construction” so that schools and parents can access the information through the web-link when it is ready.
- Two examples of the completed form are given for reference.

(A) Basic information on the Recommended e-Textbook List (eRTL)
- Title, subtitle, and year level of the e-textbook
- Name of e-textbook publisher / developer (English and Chinese)
- Author(s)
- Other e-features and Web-link for additional information
- Operating system
- Download size for offline version
- Price

(B) Contact information for internal use
- Contact person’s name (English and Chinese) and position
- Contact number, fax number, email address and postal address (English and Chinese)

(C) Additional information for users’ reference
- Latest version and date of last update
- Delivery type / mode
- Pricing (including all modes of subscription and concession)
- Supplementary teaching / learning materials of the e-textbook that have not been reviewed must be separately priced (see Remarks)
- Technical specifications (e.g., preferable browsers, readers, additional plug-in, hardware, etc)
- Enquiry hotline / web link / email address
- Other remarks (if any)

Remarks:
“Teaching/Learning Materials Category” – the following items are included. Separate pricing of the items is required.

- User Guide / Manual (can be given to users free of charge)
- Teacher’s handbook (can be given to teachers free of charge)
- Workbook and answers
- Worksheet and answers
- Compact disc for teachers
- Compact disc for students’ learning
- Project learning
- Assessment tasks and teacher’s guide
- Wall map / Wall chart
- Assessment item bank
- Self-learning materials / platform
- Print-on-demand samples
- Learning management system
- Others (please specify)
### Example 1: English Language (for reference only)

#### (A) Basic information on the Recommended e-Textbook List (eRTL)

<table>
<thead>
<tr>
<th>Subject</th>
<th>English Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td>DEF e-Publishing Company Limited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Operating System</th>
<th>Download size for offline version</th>
<th>Price (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC English For Secondary One (A)</td>
<td>S1</td>
<td>Peter Pen, Mary Puppet and Tony Steak</td>
<td>130MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary One (B)</td>
<td>S1</td>
<td></td>
<td>140MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary Two (A)</td>
<td>S2</td>
<td></td>
<td>150MB</td>
<td>80</td>
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<td>For Secondary Two (B)</td>
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<td>For Secondary Three (A)</td>
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</tr>
<tr>
<td>For Secondary Three (B)</td>
<td>S3</td>
<td></td>
<td>210MB</td>
<td>80</td>
</tr>
</tbody>
</table>

Please tick ☑ if appropriate. 請在方格內加☑號（如適用）。

☑ Provisional Price (Textbook not to be supplied in the 2019/20 school year by the publisher.)

此為預計價錢（出版社不擬於 2019/20 學年供應課本）

#### (B) Contact information for internal use 聯絡資料（供內部參考）

**Contact person 聯絡人**
- **Name 姓名** (English): Chung Yee Lay (中文): 鍾懿里
- **Position 職位**: CEO

**Contact information 聯絡資料**
- **Telephone number 電話**: 2345 6789
- **Fax number 傳真**: 2345 6780
- **Email address 電郵**: ceo@defep.com

**Postal address 郵遞地址**
- (English): Flat C, 18/F, Chung Yee Building, Kowloon Tong, Kowloon
- (中文): 九龍九龍塘鍾懿大廈十八樓 C 室
## (C) Additional information for users’ reference 其他資料（供用戶參考）

### Latest version and date of last update 最新版本及最後更新日期

- Latest version 最新版本: **1.0**
- Last update 最後更新日期: **3 May 2017**

### Delivery type / mode (e.g., web link, access key, vendor, etc) 送遞方式

| □ URL 下載網址 | □ CD/DVD Rom 光碟 |
| □ Access key 啟動密匙 | □ Vendor 商店 |
| □ App 應用程式 | □ Others 其他 (please specify 請註明): |

### Pricing (including all modes of subscription and concession) 定價（包括所有訂購及優惠折扣模式）

- Standard price: HK$80 including all updates in the first year (per licence – for individual subscription)
- Discount (1): HK$40 / year for the renewal of updates after the completion of the first year subscription (per licence – for individual and school subscription)
- Discount (2): HK$7,000 including all updates in the first year (per a bulk subscription of 100 or above licences – for school subscription only)

### Supplementary teaching / learning materials of the e-textbook that have not been reviewed 未經審批的電子課本輔助教材／學習材料

<table>
<thead>
<tr>
<th>Teaching / learning materials category 教材／學習材料類別</th>
<th>Price 價格</th>
</tr>
</thead>
<tbody>
<tr>
<td>User guides for students and teachers</td>
<td>Free</td>
</tr>
<tr>
<td>Self-learning materials / platform (per 1 year subscription)</td>
<td>HK$100</td>
</tr>
<tr>
<td>Online assessment bank (per key stage per year)</td>
<td>HK$1,000</td>
</tr>
</tbody>
</table>

### Technical requirements (e.g., preferable browsers, readers, additional plug-in, hardware, etc) 技術要求（如適用瀏覽器、閱讀器、外掛程式、硬件等）

- Best viewed with different browsers when different platforms are used:
  - iOS: Safari (version 6 or above on iOS 7.0 or above)
  - Android: Chrome (version 28 or above on Android 4.1 or above)
  - Windows: Chrome (version 28 or above on Windows 7 or above)
- Open the offline version of the e-textbook with Adobe Reader (version 10 or above)
- External earphones and microphones for listening and speaking activities
- Internet connection is required for certain interactive activities and data updates
- No additional plug-in is required

### Enquiry hotline / web link / email address 詢問熱線／網址／電郵地址

- Hotline 詢問熱線：2345 6789
- Web link 網址：[www.defep.com/enquiry](http://www.defep.com/enquiry)
- Email 電郵地址：enquiry@defep.com

### Other remarks (if any) 其他備註（如有）

- Each user account is provided with free updates on the e-textbook for 1 year
### Example 2: General Studies (for reference only)

**(A) Basic information on the Recommended e-Textbook List (eRTL)**

<table>
<thead>
<tr>
<th>項目</th>
<th>釋義</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>常識</td>
</tr>
<tr>
<td>Publisher</td>
<td>DEF e-Publishing Company Limited (English) &lt;br&gt;得意發電子出版有限公司 (中文)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Book Name</th>
<th>Subtitle</th>
<th>Year Level</th>
<th>Author(s)</th>
<th>Other e-features and Web-link for additional information (e.g. pricing, delivery, technical requirements, etc.)</th>
<th>Operating System</th>
<th>Download Size for offline version</th>
<th>Price (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>香港小學常識</td>
<td>小四上學期</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
<td>220MB</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>小四下學期</td>
<td>P4</td>
<td></td>
<td></td>
<td></td>
<td>195MB</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>小五上學期</td>
<td>P5</td>
<td>陳大文、李中明、黃小麗</td>
<td></td>
<td>iOS, Android, Windows, Mac OS</td>
<td>200MB</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>小五下學期</td>
<td>P5</td>
<td></td>
<td></td>
<td></td>
<td>210MB</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>小六上學期</td>
<td>P6</td>
<td></td>
<td></td>
<td></td>
<td>240MB</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>小六下學期</td>
<td>P6</td>
<td></td>
<td></td>
<td></td>
<td>230MB</td>
<td>60</td>
</tr>
</tbody>
</table>

Please tick ☑ if appropriate. 請在方格內加 ☑ 號 (如適用)。

□ Provisional Price (Textbook not to be supplied in the 2019/20 school year by the publisher.)<br>此為預計價錢 (出版社不擬於 2019/20 學年供應課本)

### (B) Contact information for internal use 聯絡資料 (供內部參考)

**Contact person 聯絡人**
- Name 姓名 (English): Chung Yee Lay <br>(中文): 鍾懿里
- Position 職位: CEO

**Contact information 聯絡資料**
- Telephone number 電話: 2345 6789
- Fax number 傳真: 2345 6780
- Email address 電郵: ceo@defep.com

**Postal address 郵遞地址**
- (English): Flat C, 18/F, Chung Yee Building, Kowloon Tong, Kowloon
- (中文): 九龍九龍塘鍾懿大廈十八樓 C 室
(C) Additional information for users’ reference  其他資料（供用戶參考）

Latest version and date of last update  最新版本及最後更新日期

- Latest version 最新版本：1.0
- Last update 最後更新日期：19-11-2016

Delivery type / mode (e.g., web link, access key, vendor, etc)  送遞方式

- URL 下載網址
- CD/DVD Rom 光碟
- Access key 啟動密匙
- Vendor 商店
- App 應用程式
- Others 其他 (please specify 請註明):

Pricing (including all modes of subscription and concession)  定價（包括所有訂購及優惠折扣模式）

- 每個使用證 HK$60，包括第一年內所有更新（個人訂購用）
- 折扣(1): 首年訂購期完結後延續更新期限，每年 HK$25（個人及集體訂購用）
- 折扣(2): 一次過訂購 100 個使用證或以上共 HK$4,000，包括第一年內所有更新（學校集體訂購用）

Supplementary teaching / learning materials of the e-textbook that have not been reviewed  未經審批的電子課本輔助教材／學習材料

<table>
<thead>
<tr>
<th>Teaching / learning materials category 教材／學習材料類別</th>
<th>Price 價格</th>
</tr>
</thead>
<tbody>
<tr>
<td>學生及教師使用指南：隨訂購免費附上</td>
<td>免費</td>
</tr>
<tr>
<td>按需求列印範本（全套）：</td>
<td>HK$100</td>
</tr>
<tr>
<td>專題研習教材套應用程式（每使用戶口）：</td>
<td>HK$10</td>
</tr>
<tr>
<td>學習管理系統服務費</td>
<td>每班每年 HK$200</td>
</tr>
</tbody>
</table>

Technical requirements (e.g., preferable browsers, readers, additional plug-in, hardware, etc)  技術要求（如適用瀏覽器、閱讀器、外掛程式、硬件等）

- 於不同電腦平台，使用以下瀏覽器以達最佳閱讀效果：
  - iOS: Safari (使用版本 6 或以上於 iOS 7.0 或以上)
  - Android: Chrome (使用版本 28 或以上於 Android 4.1 或以上)
  - Windows: Chrome (使用版本 28 或以上於 Windows 7 或以上)
- 需以 Adobe Reader (版本 10 或以上)開啟離線版電子課本
- 需用外置耳機進行聆聽及短片觀看活動
- 需要互聯網連接來進行某些互動活動及資料更新
- 不需任何外掛程式

Enquiry hotline / web link / email address  詢問熱線／網址／電郵地址

- Hotline 詢問熱線：2345 6789
- Web link 網址：www.defep.com/enquiry
- Email 電郵地址：enquiry@defep.com

Other remarks (if any)  其他備註（如有）

- 每使用證／使用者戶口可免費享有為期 1 年的電子課本內容更新
Appendix 3

Notes on putting the logos in the e-textbooks on the Recommended e-Textbook List

1. All e-textbooks on the Recommended e-Textbook List must bear the specified logos which indicate the approved / checked version and date given by the EDB.

2. 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 Recommended e-Textbook List. Doing so may result in the removal of the related e-textbooks from the List.

3. Publishers will receive an “On Recommended e-Textbook List” Logo, which shows the approved version number (e.g., 1.0) and date of approval, together with the e-Textbook Review Report when their e-textbooks are classified as “Recommended” (R). (Figure 1)

![Figure 1: Samples of “On eRTL – Approved Version” Logo](image1)

4. When publishers have completed the required amendments as stated in the e-Textbook Review Report, which are checked and approved by the relevant Subject / KLA Section, they will receive an “On eRTL – Checked Version” Logo with the checked version number (e.g., 1.1) and date, replacing the previous “Approved Version” Logo. (Figure 2)

![Figure 2: Samples of “On eRTL – Checked Version” Logo](image2)
5. Publishers cannot make changes to the “Approved Version / Checked Version” and “Date” on the logos. However, when there is updating without requirement for review on the e-textbook, publishers should change the number of the “Checked Version” by extending a subordinate digit (e.g., 1.1 to become 1.1.1; if there is further updating without requirement for review afterwards, the subordinate number will continue to 1.1.2, 1.1.3 and so on). The latest version number as well as the date of the last update should be displayed on the contents page of the e-textbook.

6. When the updating that requires review has been approved by the Subject Section / Unit concerned, the **number and the date of the Checked Version** will be changed by the Textbook Committee Secretariat (e.g., 1.1 to 1.2 or 1.1.1 to 1.2; if there is further updating that requires review afterwards, the version number will continue to 1.3, 1.4 and so on.)

7. When the **whole set** of e-textbooks are submitted for checking again **five years after the submission date of the previous version** and have passed the review, the **number and the date of the Approved Version** will be updated by the Textbook Committee Secretariat (such as 2.0).

8. Specifications of the eRTL logo:

   **Resolution and Content**
   - Resolution:
     - 72 pixel or above (for web and app versions)
     - 300 pixel or above (about 3cm × 4cm in A4 size; for print-out version)
   - Approved / Checked Version and Date: to be added onto the logo by the Textbook Committee Secretariat

   **Position**
   - The logo, with the resolution and content specified above, must be prominently and clearly seen on the contents page of the e-textbook.
Appendix 4

Submission of e-Textbook in Batches for Review
(for new e-textbooks written for specified revised curriculum guides only)

1. Apart from the present submission arrangement, i.e., submitting the whole set of new e-textbooks for a Key Stage altogether in the submission periods set out in Part 5 of the Submission Guidelines, publishers are also allowed to submit e-textbooks written for the revised curriculum guides of particular subjects by Key Stage in two or three batches within a specified period of time* after the revised curriculum document has been finalised and announced. For details of the subjects eligible for the submission in batches and their submission schedules, please refer to the correspondent notes of submission uploaded on the “Textbook Information” webpage at www.edb.gov.hk/textbook.

2. Publishers will receive feedback on textbook improvement about three months after submission. When submitting the second batch (or the third batch) of e-textbooks for review, publishers are not required to submit the first batch (and/or the second batch) of the reviewed and amended e-textbooks. The Textbook Committee will not accept any reviewed and amended e-textbooks.

3. Publishers may, after submitting the first batch of e-textbooks, opt for postponing the submission of the second batch of textbooks for review within the three consecutive submission periods. However, all the remaining e-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 e-textbooks for a Key Stage and announced about three to four months after submission of the last batch of e-textbooks.

5. If publishers fail to submit the e-textbooks within the three consecutive submission periods, it will be regarded as the withdrawal of the submission of the whole set of e-textbooks concerned for review, and the same set of e-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.
# e-Textbook Technical and Functional Requirements (updated June 2016)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Descriptors</th>
</tr>
</thead>
</table>
| 1. Compatibility                              | Users can browse and use the e-textbook via the following means:  
1.1 A multitude of **common computing devices** such as desktop / laptop / tablet computers, mobile computing devices, etc. (e-textbook residing only on proprietary hardware and / or software will **NOT** be accepted)  
1.2 **More than one** common contemporary operating system  
1.3 **More than one** free-of-charge contemporary browser or reader  
1.4 Necessary software or plugin for DRM is **free-of-charge** |
| 2. Navigation and operation                   | 2.1 Consistent and intuitive navigation of content  
2.2 **Navigation and search functions** are available via the following:  
2.2.1 Table of Contents  
2.2.2 Buttons linking to the Table of Contents, location of the current page, the next and the previous page are available on every view page  
2.2.3 Keyword search  
2.2.4 Hypertext of key topics / terms  
2.2.5 Index  
2.3 **Consistent and intuitive operation design:**  
2.3.1 Content to fit into one page for easy reading  
2.3.2 High screen resolution with reasonable quality after zooming to 200%  
2.3.3 Multimedia content such as video clips can be presented in full screen when they are opened from thumbnail, when full screen mode is turned off it will remain on the same page  
2.3.4 Video and audio clips can be played natively within the e-textbook, no extra plug-in installation shall be required |
| 3. Multimedia materials                       | 3. Appropriate multimedia materials (video, audio and / or animation) are provided with captions / labels / synopsis where available |
| 4. Interactive activities                     | 4. Interactive learning, teaching and assessment activities are provided |
| 5. Learning tools                              | 5. Appropriate tools that facilitate learning, such as annotation, note-taking, bookmarking, highlighting tools, free online dictionary, etc. are provided |
| 6. Offline reading                             | 6. Appropriate content of the e-textbook can be downloaded to a computing device for **offline reading** with free-of-charge browsers or readers |

- End -