Guidelines on Submission of e-Textbooks for Review  
(Revised in February 2022)

1. e-Textbooks for Review
   1.1 Electronic textbooks (e-textbooks) submitted for review have to comply with the following requirements:
   - They should be written in accordance with the latest curriculum documents issued by the Curriculum Development Council (CDC) for use in Hong Kong;
   - They should be comprehensive and self-contained with appropriate e-learning functions that are designed to support the implementation of different Key Learning Areas (KLAs)/subjects; and
   - They 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 1, for the Lists of Current Curricula Which Accepted Submission of e-Textbooks for Review.
   1.2 The Education Bureau (EDB) will not review any materials not complying with the requirements stated in item 1.1 above, such as assessment/question banks and reference URLs/hyperlinks.
   1.3 e-Textbooks that can reach the acceptable standard as assessed by the textbook review panels are included on the “Recommended e-Textbook List” (eRTL).
   1.4 Publishers are encouraged to submit teacher’s guides/user manuals for reviewers’ reference. However, such resource materials will not be reviewed by the EDB.

2. Recommended e-Textbook List (eRTL)
   2.1 To facilitate schools in making appropriate choice of e-textbooks, the eRTL 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 e-Textbooks on the eRTL have been reviewed and considered acceptable by the textbook review panels of relevant subjects in terms of content, learning and teaching, structure and organisation, language, e-learning pedagogy as well as technical and functional requirements. Schools can make reference to the eRTL or other sources when selecting e-textbooks.
   2.3 Details such as the latest version, price and download size for offline version of each e-textbook on the eRTL 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 e-textbooks and priced separately. There are URLs to publishers’ webpages which provide relevant pricing and other information about the e-textbooks on the eRTL webpage for the reference of schools and parents. Please refer to 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 all schools of the decision.

2.5 The eRTL also -

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

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

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

2.7 As the information on the eRTL is very important to schools’ selection and parents’ purchase of e-textbooks, the EDB’s Textbook Committee Secretariat (the Secretariat) will timely update the eRTL and remove e-textbooks that are no longer applicable to the current curriculum from the eRTL.

3. Procedures for Submission of e-Textbooks for Review

3.1 Publishers are required to complete the “e-Textbook Review Application Form” (Revised in February 2022) 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.

3.2 Upon receiving the soft copy of the application form, the Secretariat will send the registration number of the relevant e-textbooks, the login name and password for the “e-Textbook Management System 3.0” (eTBMS 3.0) and its operation manual to the eTBMS coordinator assigned by the publisher.

3.3 Publishers are required to follow the operation manual and upload the following to the eTBMS 3.0 before the submission deadline stated in Part 5:

- All content of the e-textbooks (both online and offline versions);
- Suggested answers for interactive activities or exercises in the e-textbooks (MS Word or PDF files);
- Execute files (.exe) or mobile application software (Apps) (if applicable);
- Audio scripts for listening practices (MS Word or PDF files) (if applicable);
- Subtitles for visual materials (e.g. short videos or animations) (optional);
- User Manuals/Handbooks/Teacher’s Guides (optional); and
- Other necessary information/materials relevant to the submission (if any).
3.4 Publishers are also required to send the following information and materials to the Secretariat before the submission deadline:

(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)

- The true copy of the “e-Textbook Review Application Form” with the company’s stamp and signature;
- Four sets of offline version of the e-textbook by means of a data carrier, such as USB flash drive, memory card or 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 in effect between 12:00 noon and 5:30 pm on the e-textbook submission due date, the submission closing time will be extended to 12:00 noon of the next working day.

3.6 Before the EDB releases 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 to enhance the objectivity and impartiality of the e-textbook review, both the online and offline versions of the e-textbooks submitted, and all the supplementary materials mentioned in paragraph 3.3 above (including content, URLs, QR codes, app logos, file names, etc.) should not contain any information about the book titles, publishers, authors, advisors/consultants, acknowledgements, etc. The cover of the e-textbooks can only display the Key Stage/year level and subject, e.g. Primary Two Mathematics, Senior Secondary Biology Book One. If publishers fail to meet the above-mentioned requirements, the Secretariat will return the e-textbooks submitted to the publishers. Publishers 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 (Appendix 1) 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) so as to ensure that the quality, coherence and continuity and coverage can meet the requirements of the respective curricula. A separate submission form for e-textbooks of one Key Stage is required (e.g. two submission forms are required for e-textbooks for 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 the entire Key Stage. Please refer to Appendix 4 for details.

Guidelines on Submission of e-Textbooks for Review (Revised in February 2022) 3
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; and
- The content of the e-textbooks and organisation are of great similarities to another set of e-textbooks of the same subject and Key Stage currently or previously on the eRTL (regardless of whether both of them are from the same publisher).

3.11 All URLs and hyperlinks (including the publisher’s self-developed learning materials and the learning and teaching resources developed by the third party) in the e-textbooks must link to publishers’ websites for easy management. For the third party resources, the URLs or hyperlinks should link to the websites with high credibility, such as the official websites and the websites of academic institutions, and avoid linking to commercial or social media platforms. In case problems arise from the hyperlinked content (including the third party resources), publishers should take immediate follow-up actions and bear the relevant liabilities.

3.12 Publishers should avoid putting excessive hyperlinks that provide additional references in the e-textbooks so as not to violate the self-containment principle. Publishers may put the hyperlinks of their self-developed supplementary learning materials or the web links 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 Books 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.

4. Updating on e-Textbooks

4.1 Publishers should review the e-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 e-textbook content with the EDB’s consent. The EDB may also require publishers to make amendments if deemed necessary.

4.2 Publishers may update e-textbooks on the eRTL when considered necessary. No review is required if the amendments are made due to the updates/upgrade of the operating system/software, bug fixes, typographical errors or connection failure of reference webpages. However, publishers should notify the Secretariat and the users of the relevant updates by means of emails or pop-up windows, etc.

4.3 When the e-textbooks have been updated because of the reasons stated in para. 4.2 above, their version numbers should also be updated simultaneously. Publishers should change the number of the “**Checked Version**” (e.g. 1.1) given by the EDB by extending a subordinate digit (e.g. 1.1.1, 1.1.2, 1.1.3). The latest version number as
well as the date of the last update should be displayed in a prominent position on the contents page of the e-textbooks.

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

4.5 If the updates involve changes in the structure and organisation of content, publishers may submit the volume(s)/booklet(s) concerned or the whole set of e-textbooks to the EDB for review again five years after the submission date of the previous version. In submitting the 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).

4.6 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.

4.7 Even though the e-textbooks have been updated, users can decide when to download the updated versions. To ensure that current users can still use the previous versions of the e-textbooks, publishers should keep providing the necessary technical support to the users within the effective subscription period.

5. Submission Schedules

5.1 There are three submission periods per year. They are February, June as well as October. For postal submission, the date of the stamp chop will be regarded as the submission date. The submission periods in 2022 and 2023 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>2022 1st submission period</td>
<td>4 February 2022</td>
<td>28 February 2022</td>
</tr>
<tr>
<td>2022 2nd submission period</td>
<td>1 June 2022</td>
<td>30 June 2022</td>
</tr>
<tr>
<td>2022 3rd submission period</td>
<td>3 October 2022</td>
<td>31 October 2022</td>
</tr>
<tr>
<td>2023 1st submission period</td>
<td>1 February 2023</td>
<td>28 February 2023</td>
</tr>
<tr>
<td>2023 2nd submission period</td>
<td>1 June 2023</td>
<td>30 June 2023</td>
</tr>
<tr>
<td>2023 3rd submission period</td>
<td>3 October 2023</td>
<td>31 October 2023</td>
</tr>
</tbody>
</table>
5.2 Should any publishers fail to meet the submission deadlines (including the uploading and submission of the e-textbook materials and documents), the review of e-textbooks will be processed in the next submission period.

5.3 For e-textbooks which are written according to the 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. Those e-Textbooks which pass the textbook review will be put on the eRTL and the “On eRTL – Approved Version” logo will be issued.

6.2 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 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 by the textbook review panel by individual volumes.

6.3 For e-textbooks which have passed the textbook review, publishers are required to complete the “Information on e-Textbook Form” and return it to the Secretariat 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. 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 eRTL by the Secretariat at the same time. However, if a publisher fails to submit the required information in time, the e-textbook(s) concerned will be put on the eRTL at least one month later after all the required information has been submitted. Please refer to Appendix 2 for details.

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 “On eRTL” logo 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 not based on the advice given in the e-Textbook Review Reports (including the addition or revision of the hyperlinked content) without the permission of the textbook review panel; or publishers fail to provide the user’s accounts of the e-textbooks, the EDB reserves the right to remove such titles from the eRTL. If publishers have different views about the
suggestions for amendment as stated in the e-Textbook Review Reports, they should provide justifications for not adhering to them for the EDB’s consideration before producing the revised e-textbooks.

6.6 To enhance the effectiveness and quality of amendment check of the revised e-textbooks, publishers are required to submit a follow-up report in form of a table listing out all the follow-ups of the “required amendments” and “suggestions for improvement” as stated in the e-Textbook Review Reports, and their corresponding positions/page numbers of the revised e-textbooks. In the event that there are other exceptional 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. In principle, publishers should not make any amendments not specified in the e-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 eRTL.

6.7 The e-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 e-Textbook Review Reports without the prior consent in writing of the Secretariat is strictly prohibited.

6.8 e-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.

6.9 Publishers are required to obtain all necessary consent and clearances for the authorised use of third party copyrighted materials, such as images, articles and audio-visual materials. 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 later that the e-textbooks contain copyright infringed content, even though they have passed the review, the EDB reserves the right to remove the e-textbooks concerned from the eRTL.

7. Guidelines on Writing e-Textbooks

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

- Basic Education Curriculum Guide (Primary 1 – 6) (2014)
- Curriculum Framework of National Security Education in Hong Kong (2021)
- Guiding Principles for Quality Textbooks (2016)
- Updated version of individual KLA/subject writing guidelines
- e-Textbook Technical and Functional Requirements (updated in June 2016) (Appendix 5); and

All the guidelines and reference documents mentioned above have been uploaded to the

Textbook Committee
Education Bureau
February 2022
Appendix 1

Lists of Current Curricula Which Accepted Submission of e-Textbooks for Review (Updated in February 2022)

### Primary Curriculum #1
(Publishing year of curriculum document)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points to note</th>
</tr>
</thead>
<tbody>
<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>Physical Education (2017)</td>
<td></td>
</tr>
</tbody>
</table>

### Junior Secondary Curriculum #1
(Publishing year of curriculum document)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points to note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Language (2001)</td>
<td></td>
</tr>
<tr>
<td>English Language (2018)</td>
<td></td>
</tr>
<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 (2019)</td>
<td></td>
</tr>
<tr>
<td>Chinese History (2019)</td>
<td></td>
</tr>
<tr>
<td>Religious Education (1999)</td>
<td></td>
</tr>
<tr>
<td>Life and Society (2010)</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>Subject</th>
<th>Points to note</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Visual Arts (2003)</td>
<td>-</td>
</tr>
<tr>
<td>Physical Education (2017)</td>
<td>-</td>
</tr>
</tbody>
</table>
| Senior Secondary Curriculum #2  
(Publishing year of curriculum document) | Points to note                                                                                                                                 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Language (2021)</td>
<td>Submission of Elective Part for textbook review is not accepted.</td>
</tr>
<tr>
<td>English Language (2021)</td>
<td>Submission of Elective Part for textbook review is not accepted.</td>
</tr>
<tr>
<td>Mathematics (2007) (with updates in December 2017)</td>
<td>-</td>
</tr>
<tr>
<td>Citizenship and Social Development (2021)</td>
<td>-</td>
</tr>
<tr>
<td>Physics (2007) (with updates in November 2015)</td>
<td>Submission of Elective Part for textbook review, a minimum of three electives are required.</td>
</tr>
<tr>
<td>Chemistry (2007) (with updates in June 2018)</td>
<td>-</td>
</tr>
<tr>
<td>Biology (2007) (with updates in November 2015)</td>
<td>-</td>
</tr>
<tr>
<td>Chinese History (2007) (with updates in November 2015)</td>
<td>Submission of Elective Part for textbook review, a minimum of three electives are required.</td>
</tr>
<tr>
<td>Economics (2007) (with updates in November 2015)</td>
<td>-</td>
</tr>
<tr>
<td>Geography (2007) (with updates in July 2017)</td>
<td>-</td>
</tr>
<tr>
<td>Tourism and Hospitality Studies (2007) (with updates in November 2015)</td>
<td>-</td>
</tr>
<tr>
<td>Business, Accounting and Financial Studies (2007) (with updates in October 2020)</td>
<td>-</td>
</tr>
<tr>
<td>Information and Communication Technology (2021)</td>
<td>-</td>
</tr>
<tr>
<td>Design and Applied Technology (2007) (with updates in November 2015)</td>
<td>-</td>
</tr>
<tr>
<td>Physical Education (2007) (with updates in November 2015)</td>
<td>-</td>
</tr>
</tbody>
</table>

# 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 and 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).
Appendix 2

Information on e-Textbook Form
Points to Note

- Publishers should provide information about their e-textbooks by completing the form.
- Fill in the information in the same language as the language version of the e-textbook unless specified otherwise.
- Publishers should provide the URL of a webpage that contains the information listed in Part C to the EDB. If the content of the webpage is not yet ready, publishers should indicate “Under Construction” on the webpage so that schools and parents can access the information through the URL when the production of the webpage is complete.
- Two examples of the completed form are given below for publishers’ 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 (Chinese and English)
  - Author(s)
  - Other e-Learning functions and URL for additional information
  - Download size for offline version
  - Operating system
  - Price

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

(C) Additional information (for users’ reference)
  - Latest version and date of the last update
  - Modes of delivery
  - Pricing (including all modes of subscription and concession)
  - Supplementary 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/URL/email address
  - Other remarks (if any)

Remarks:
“Learning Resources/Teaching Materials Category” – the following items can be 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 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>

#### Book Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Publisher</th>
<th>Author(s)</th>
<th>Year Level</th>
<th>Operating System</th>
<th>Download Size</th>
<th>Price (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC English</td>
<td>English Language</td>
<td>DEF e-Publishing Company Limited</td>
<td>Peter Pen, Mary Puppet and Tony Steak</td>
<td>S1</td>
<td>iOS, Android, Windows, Mac OS</td>
<td>130MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary One (A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Secondary One (B)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Secondary Two (A)</td>
<td></td>
<td></td>
<td></td>
<td>S2</td>
<td></td>
<td>140MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary Two (B)</td>
<td></td>
<td></td>
<td></td>
<td>S2</td>
<td></td>
<td>150MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary Three (A)</td>
<td></td>
<td></td>
<td></td>
<td>S3</td>
<td></td>
<td>165MB</td>
<td>80</td>
</tr>
<tr>
<td>For Secondary Three (B)</td>
<td></td>
<td></td>
<td></td>
<td>S3</td>
<td></td>
<td>200MB</td>
<td>80</td>
</tr>
</tbody>
</table>

Other e-Learning functions and URL for additional information:
- Print on demand
- Single sign-on account
- Adjustable font size

### Website URL:
www.defep.com

#### (B) Contact information (for internal use)

**Contact person 聯絡人**

- **Name 姓 名 (English): Chung Yee Lay**
  （中文): 鍾懿里
- **Post title 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**
<table>
<thead>
<tr>
<th>(C) Additional information for users’ reference</th>
<th>其他資料（供用戶參考）</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Latest version and date of the last update</strong></td>
<td>最新版本及最後更新日期</td>
</tr>
<tr>
<td>• Latest version 最新版本 : 1.0</td>
<td></td>
</tr>
<tr>
<td>• Last update 最後更新日期: 26 Feb 2021</td>
<td></td>
</tr>
<tr>
<td>**Modes of Delivery (e.g. URL, access key, vendor, etc.)</td>
<td>送遞方式</td>
</tr>
<tr>
<td>[ ] URL 下載網址</td>
<td>[ ] CD/DVD Rom 光碟</td>
</tr>
<tr>
<td>[ ] Access key 啟動密匙</td>
<td>[ ] Vendor 商店</td>
</tr>
<tr>
<td>[ ] App 應用程式</td>
<td></td>
</tr>
<tr>
<td>[ ] Others 其他 (please specify 請註明)</td>
<td></td>
</tr>
<tr>
<td>**Pricing (including all modes of subscription and concession)</td>
<td>定價（包括所有訂購及優惠折扣模式）</td>
</tr>
<tr>
<td>- Standard price: HK$80 including all updates in the first year (per licence – for individual subscription)</td>
<td></td>
</tr>
<tr>
<td>- 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)</td>
<td></td>
</tr>
<tr>
<td>- 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)</td>
<td></td>
</tr>
<tr>
<td>**Supplementary materials of the e-textbook that have not been reviewed</td>
<td>未經審批的電子課本輔材料</td>
</tr>
<tr>
<td>[ ] User guides for students and teachers</td>
<td></td>
</tr>
<tr>
<td>[ ] Self-learning materials/platform (per 1 year subscription)</td>
<td></td>
</tr>
<tr>
<td>[ ] Online assessment bank (per Key Stage per year)</td>
<td></td>
</tr>
<tr>
<td>* Price 價錢</td>
<td></td>
</tr>
<tr>
<td>[ ] Free</td>
<td></td>
</tr>
<tr>
<td>[ ] HK$100</td>
<td></td>
</tr>
<tr>
<td>[ ] HK$1,000</td>
<td></td>
</tr>
<tr>
<td>**Technical requirements (e.g. preferable browsers, readers, additional plug-in, hardware, etc.)</td>
<td>技術要求（如適用瀏覽器、閱讀器、外掛程式、硬件等）</td>
</tr>
<tr>
<td>- Best viewed with different browsers when different platforms are used:</td>
<td></td>
</tr>
<tr>
<td>- iOS: Safari (version 6 or above on iOS 7.0 or above)</td>
<td></td>
</tr>
<tr>
<td>- Android: Chrome (version 28 or above on Android 4.1 or above)</td>
<td></td>
</tr>
<tr>
<td>- Windows: Chrome (version 28 or above on Windows 7 or above)</td>
<td></td>
</tr>
<tr>
<td>- Open the offline version of the e-textbook with Adobe Reader (version 10 or above)</td>
<td></td>
</tr>
<tr>
<td>- External earphones and microphones for listening and speaking activities</td>
<td></td>
</tr>
<tr>
<td>- Internet connection is required for certain interactive activities and data updates</td>
<td></td>
</tr>
<tr>
<td>- No additional plug-in is required</td>
<td></td>
</tr>
<tr>
<td>**Enquiry hotline/URL/Email address</td>
<td>詢問熱線／網址／電郵地址</td>
</tr>
<tr>
<td>- Hotline 詢問熱線：2345 6789</td>
<td></td>
</tr>
<tr>
<td>- URL 網址：www.defep.com/enquiry</td>
<td></td>
</tr>
<tr>
<td>- Email address 電郵地址：<a href="mailto:enquiry@defep.com">enquiry@defep.com</a></td>
<td></td>
</tr>
<tr>
<td>**Other remarks (if any)</td>
<td>其他備註（如有）</td>
</tr>
<tr>
<td>- Each user account is provided with free updates on the e-textbook for 1 year</td>
<td></td>
</tr>
</tbody>
</table>
### Example 2: General Studies (for reference only)

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

<table>
<thead>
<tr>
<th>書名</th>
<th>副標題</th>
<th>年級</th>
<th>編著者</th>
<th>其他電子學習功能及其他資料網址</th>
<th>作業系統</th>
<th>離線版本下載大小</th>
<th>價錢 (港幣)</th>
</tr>
</thead>
</table>
| 小四上學期 | P4 | 香港小學常識 | 陳大文、李中明、黃小麗 | Other e-Learning functions:  
- 按需求列印  
- 單一帳戶登入  
- 讀屏  
- 字體大小調校 | iOS, Android, Windows, Mac OS | 220MB | 60 |
| 小四下學期 | P4 | | | | | 195MB | 60 |
| 小五上學期 | P5 | | | | | 200MB | 60 |
| 小五下學期 | P5 | | | | | 210MB | 60 |
| 小六上學期 | P6 | | | | | 240MB | 60 |
| 小六下學期 | P6 | | | | | 230MB | 60 |

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

□ Provisional Price (Textbook not to be supplied in the 2021/22 school year by the publisher.)
此為預計價錢（出版社不擬於 2021/22 學年供應課本）

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

<table>
<thead>
<tr>
<th>聯絡人</th>
<th>聯絡資料</th>
</tr>
</thead>
</table>
| Name 姓 名 (English): Chung Yee Lay  
(中文): 鍾懿里 | Telephone number 電話: 2345 6789 |
| Post title 職位: CEO | Fax number 傳真: 2345 6780 |
| Email address 郵件: 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 |
**Additional information (for users’ reference) 其他資料（供用戶參考）**

**Latest version and date of the 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：26-2-2021

**Modes of Delivery (e.g. URL, access key, vendor, etc.) 送遞方式**

| □ URL 下載網址 | □ CD/DVD Rom 光碟 |
| □ Access key 启動密匙 | □ 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 learning/teaching materials of the e-textbook that have not been reviewed 未經審批的電子課本輔助料**

<table>
<thead>
<tr>
<th>Learning Resources/Teaching Materials Category 學習材料／教材類別</th>
<th>Price 價錢</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）：</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/URL/Email address 詢問熱線／網址／電郵地址**

- Hotline 詢問熱線：2345 6789
- URL 網址：www.defep.com/enquiry
- Email address 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 eRTL must bear the specified logos which indicate the number and date of the “Approved/Checked Version” given by the EDB to distinguish them from other learning materials which have not been reviewed 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 eRTL. 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 number (e.g. 1.0) and date of the “Approved Version”, together with the e-Textbook Review Reports when their e-textbooks are classified as “Recommended” (R). (Figure 1)

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

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

![Figure 2: Samples of “On eRTL – Checked Version” logo](image)
5. Publishers cannot make changes to the number and date of the “Approved/Checked Version” 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 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 individual volumes/booklets or 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 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)
- Number and date of the “Approved/Checked Version”: 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.


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

1. Unless the new/revised curriculum provides notes of submission and specific submission period, publishers are allowed to submit e-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. For details of the subjects eligible for the submission in batches and their submission schedules, please refer to the relevant notes of submission uploaded to the “Textbook Information” webpage at www.edb.gov.hk/textbook.

2. Publishers will receive feedback on e-textbook improvement about three months after submission. When submitting the second (or the third) batch of e-textbooks for review, publishers are not required to submit the first (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 in June 2016)

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

- End -