

# 印刷課本評審申請表

(2023年4月修訂)

## Printed Textbook Review Application Form

(Revised in April 2023)

### 註解:

#### Notes:

- 每張表格只填寫同一科目相同書名的課本。有關送審課本的要求，請參閱**印刷課本送審指引**([www.edb.gov.hk/textbook](http://www.edb.gov.hk/textbook))。Please use a new form for each title of the same subject. Details of the requirements of textbook submission can be found in the **Guidelines on Submission of Printed Textbooks for Review** ([www.edb.gov.hk/textbook](http://www.edb.gov.hk/textbook)).
- 當送審改版課本時，必須在該課本上用螢光筆標示經改動之處，並以書面具體闡述改版理由，以及提交改版新舊對照表。若改版的理由不夠充分，教育局不會批准有關課本改版。When submitting a revised edition of textbook(s) for review, all the revised parts of the textbook(s) should be highlighted with a fluorescent pen, and written justifications for the revision and a summary table of the original and the proposed changes should be provided. If the revision is found to be unjustified, the EDB will not approve the revision of the textbook(s).
- 初版課本除以整個學習階段的形式送審外，部分科目可接受分批送審，但評審結果仍會依據整個學習階段全套課本的整體評審而定。有關詳情，可參閱**印刷課本送審指引附件四「分批送審印刷課本」**。Apart from submitting first edition textbooks for review by the entire Key Stage, publishers are allowed to submit the textbooks of certain subjects for a particular Key Stage for review in batches, whilst the textbook review results will be based on the assessment of the whole set of textbooks for the entire Key Stage. Please refer to **Annex 4 “Submission of Printed Textbook in Batches for Review” of Guidelines on Submission of Printed Textbooks for Review** for details.
- 此表格可於上述網頁下載。填妥申請表後，須連同送審課本，於送審截止日期或之前親身或以郵遞形式送交課本委員會秘書處辦理；另於擬送審日期/截止日期前**至少三個工作天**將電子檔(以MS Word或PDF格式)電郵至 [textbook@edb.gov.hk](mailto:textbook@edb.gov.hk)。This form can be downloaded from the webpage mentioned above. Please send the completed form(s), together with the textbooks submitted for review, to the Textbook Committee Secretariat by post or in person on or before the submission deadline, and send a soft copy (in MS Word or PDF format) to [textbook@edb.gov.hk](mailto:textbook@edb.gov.hk) by email **at least 3 working days** before the intended submission date/submission deadline.
- 請在適當方格內加☑號。如本表格的空間不敷應用，請另紙填報有關資料。Please tick ☑ where appropriate. If the space provided is insufficient, information may be given on separate sheets.
- 此表格內所提供的資料，只供教育局處理課本評審有關事宜之用。The information provided in this application form will be used by the Education Bureau for processing matters relating to textbook review only.

請清楚地填寫下列表格：

Please complete the following form clearly:

1 出版社

Publisher \_\_\_\_\_

2 本(套)課本適用於以下課程指引

This (set of) textbook(s) is written to cover the following curriculum guide(s)

\_\_\_\_\_

3 **只適用於幼稚園 For Kindergarten only**

英文版幼稚園學習資料不接受送審。

Submission of English version of kindergarten learning resources for review is not accepted.

所有幼稚園學習資料附帶的資料，包括教師指南/手冊，一律均須送審。請將有關資料填入第12段表內。

All resource materials accompanying the learning resources of kindergartens, including teacher's guides/handbooks, should be submitted for review. Please provide the relevant information in part 12.

年級 Level ○ 低班 Lower level ○ 高班 Upper level

學習資料套名稱 Title of the set of learning resources

主題 Theme	書名 Title	編著者 Author(s)

4 只適用於小學及中學 For Primary and Secondary only		
學習階段 Key Stage	<input type="radio"/> 初小 (小一至小三) Lower Primary (P1 - P3) <input type="radio"/> 高小 (小四至小六) Upper Primary (P4 - P6) <input type="radio"/> 初中 (中一至中三) Junior Secondary (S1 - S3) <input type="radio"/> 高中 (中四至中六) Senior Secondary (S4 - S6)	
類別 Category	<input type="checkbox"/> 學生課本 Textbook(s) <input type="checkbox"/> 科學科目實驗作業 Practical work of Science subjects	
科目 Subject	語言 <input type="radio"/> 中文 Language <input type="radio"/> English	
書名 Title		
副標題 Subtitle # *	年級 Year Level	編著者 Author(s)

# 初中地理及高中科目(體育科除外)，請於副標題內列明必修部分或選修/延伸部分。

For Junior Secondary Geography and Senior Secondary subjects (except Physical Education), please state Compulsory Part or Elective/Extended Part in the Subtitle.

\* 選修部分 **不接受** 課本送審的科目：歷史、企業、會計與財務概論、資訊及通訊科技、設計與應用科技。(只適用於高中)

Elective Part of subjects **NOT** accepted for review: History, Business, Accounting and Financial Studies, Information and Communication Technology, Design and Applied Technology. (For the senior secondary level only)

#### 5 冊數 Number of volumes

是次送審冊數 Number of volumes for this submission: \_\_\_\_\_

全套課本冊數 Number of volumes for the whole set of textbooks: \_\_\_\_\_

#### 6 版次 Edition

初版 First Edition

改版：第\_\_\_\_版 個別冊次/整套課本修訂 (請參閱註解 2)

Revised Edition: \_\_\_\_\_ Edition of Individual volume(s)/Whole set of books (Please see Note 2)

重印兼訂正 Reprinted with Minor Amendments

7 預計出版年份 Expected year of publication: \_\_\_\_\_

上次出版年份 Year of previous publication: \_\_\_\_\_

#### 8 預計印行本的編印規格 Expected printing layout of printed copies

每張(內文)紙張重量 Weight of paper (gsm): \_\_\_\_\_

9 全套/分批送審 (只適用於初版課本，請參閱註解 3)

Submission (Whole set/in batches) (For “First Edition” textbooks only, please see Note 3)

- 全套送審供整個學習階段 Submission of the whole set for the entire Key Stage
- 分批送審:第\_\_\_\_\_批(一/二/三) Submission in batches: \_\_\_\_\_ batch (1st/2nd/3rd)
- 不適用 Not Applicable

10 相同書目/內容的電子課本於同一時段送審

e-Textbooks with the same title/contents for review are submitted in the same period

- 是 Yes
- 否 No

11 此套印刷課本是依據另一套已列入「電子教科書適用書目表」的電子課本而編寫

This set of printed textbooks is written according to another set of e-Textbooks on the Recommended e-Textbook List (eRTL)

- 是 Yes
- 否 No

12 其他資料 (只供參考) Other materials (for reference only)

- 有(請填寫下表) Yes (Please fill in the table below)
- 沒有 No

下列資料只供評審員參考，並不會被評審或列入「適用書目表」內。  
 出版社均必須呈交中國語文科、普通話科以及英國語文科中所有聆聽教學的材料及練習的文字稿。  
 The following materials are for reviewers' reference only and will not be reviewed or included on the Recommended Textbook List. Audio scripts of all the listening and phonics practices in the textbooks of Chinese Language, Putonghua and English Language should be submitted.

名稱 Title	類別 (教師指南/手冊或其他) Category (Teacher's Guides/ Handbooks or others)	形式(課本、光碟、 影片、錄音文本或其他) Mode (Books, CD-ROMs, videos, audio-scripts or others)	數目 Quantity

出版社印鑑  
 Publisher's stamp

負責人簽名  
 Signature of person in charge \_\_\_\_\_

負責人姓名  
 Name of person in charge \_\_\_\_\_

電郵地址  
 E-mail address \_\_\_\_\_

聯絡電話  
 Telephone number \_\_\_\_\_

傳真號碼  
 Fax number \_\_\_\_\_

日期  
 Date \_\_\_\_\_