

印刷課本評審申請表

(二零一九年一月修訂)

Printed Textbook Review Application Form

(Revised in January 2019)

註解:

Notes:

1. 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)。
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).
2. 若貴出版社送審的為改版課本，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，本局不會安排評審有關課本。
If the textbook(s) submitted for review is/are revised edition(s), 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 arrange to review the textbook(s).
3. 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，但仍會以整個階段的課本批核。有關詳情，可參閱**印刷課本送審指引附錄四「分批送審印刷課本」**。
Apart from submitting first edition textbooks for review by 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 a Key Stage. Please refer to **Appendix 4 “Submission of Printed Textbook in Batches for Review” of Guidelines on Submission of Printed Textbooks for Review** for details.
4. 此表格可於上述網頁下載。填妥申請表後，須連同送審課本，於送審期限內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 格式）電郵至 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 within submission period **and** send a soft copy (in MS Word format) to textbook@edb.gov.hk by email **at least 3 working days** before the intended submission date / submission deadline.
5. 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.

請清楚地填寫下列表格：

Please complete the following form clearly:

1 出版社

Publisher _____

2 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.

任何隨幼稚園學習資料附帶的資料，包括教師指南/手冊，一律須要送審。請將有關資料填入第 11 段表內。

For kindergarten learning resources, all resource materials accompanying the textbooks, including the teacher's guides/handbooks for review, should be submitted. Please provide the relevant information in part 11.

年級 低班 Lower Kindergarten Class

Level 高班 Upper Kindergarten Class

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)

3 只適用於小學及中學 For Primary and Secondary only		
學習階段 Key Stage	<input type="checkbox"/> 初小 (小一至小三) Junior Primary (P1 - P3) <input type="checkbox"/> 高小 (小四至小六) Senior Primary (P4 - P6) <input type="checkbox"/> 初中 (中一至中三) Junior Secondary (S1 - S3) <input type="checkbox"/> 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 Language	<input type="checkbox"/> 中文 <input type="checkbox"/> English
書名 Title		
副標題 Subtitle # *	年級 Level	編著者 Author(s)

初中地理及高中科目(組合科學科和體育科除外)，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 Combined Science and 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：英國語文、中國語文、中國文學、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: English Language, Chinese Language, Chinese Literature, History, Business, Accounting and Financial Studies, Information and Communication Technology, Design and Applied Technology. (For the senior secondary level only)

4 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: _____

5 版次 Edition

初版 First Edition

改版：第_____版 (請參閱註解 2) Revised Edition: _____ Edition (Please see Note 2)

重印兼訂正 Reprinted with Minor Amendments

6 預計出版年份 Expected year of publication: _____

上次出版年份 Year of previous publication: _____

7 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): _____

活頁形式釘裝 Bound in loose-leaves

8 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 a Key Stage

分批送審:第_____批(一/二/三) Submission in batches: _____ batch (1st/2nd/3rd)

不適用 Not Applicable

9 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

10 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

11 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 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 also 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 _____