Guidelines on Submission of e-Textbooks for Review
(Revised in March 2024)

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) and Textbook Writing Guidelines of relevant subject or curriculum for use in Hong Kong;

■ The e-textbooks submitted should meet the aims and learning targets / objectives of the relevant subject curriculum. The content should be complete, self-contained and effectively aligned with the learning objectives / focuses of the curriculum with appropriate e-learning functions; 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 **Annex 1**, for the "Lists of Current Curricula Accepting 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 will be included on the "**Recommended e-Textbook List" (eRTL).**

1.4 Publishers are encouraged to submit handbooks for teachers for reviewers' reference (for new e-textbooks, "double-blind" version should be provided). 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" website 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 should make reference to the **eRTL** when selecting textbooks, but they may also use learning and teaching resources and e-textbooks that are not on the eRTL. Teachers should exercise their expertise in selecting suitable teaching materials in accordance with the curriculum aims and objectives, as well as the abilities and learning needs of their students.

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, <u>all the learning resources / teaching materials are debundled from the e-textbooks and priced separately</u>.   There are URLs to publishers' websites which provide pricing and other relevant information about the e-textbooks on the **eRTL webpage** for the reference of schools and parents.   Please refer to **<u>Annex 2</u>** for details**.**   <u>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 concerned from the **eRTL** and notifying all schools of the decision.</u>

2.5   The **eRTL** also -

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

2.5.2   includes brief commentaries as regards the core items in the e-textbook review to provide 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 or the bookshelf of the e-textbooks to distinguish them from other learning materials which have not been reviewed by the EDB.   Please refer to **<u>Annex 3</u>** 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**.   To disseminate textbook information of the next school year to schools in a timely manner, publishers should submit and update all textbook prices and related information listed on the **eRTL** (regardless of whether the prices have been changed) in March every year.   In case publishers fail to provide the said information by the due date, the EDB reserves the right to remove the textbooks concerned from the **eRTL**.

3. **Procedures for Submission of e-Textbooks for Review**

3.1   Publishers are required to complete the **<u>"e-Textbook Review Application Form"</u>** (Revised in April 2023) and send the soft copy of the completed form (in the format of **<u>MS Word</u>** or fillable **<u>PDF</u>**) 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 for teachers (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 **ten** 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 and signature.

(Submission of printed copies of e-textbooks, print-on-demand materials, user manuals and handbooks for teachers is not necessary.)

3.5 In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or "extreme conditions" announced by the Government is/are in force for any duration between 12:00 noon and 5:30 pm of the e-textbook submission due date, the closing time will be postponed to 12:00 noon on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the "extreme conditions" announced by the Government has/have ceased to be in force. All time references are Hong Kong time.

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 concerned 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 (**Annex 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. <u>A separate submission form for e-textbooks of one Key Stage is required</u> (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 **Annex 4** 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; 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 those linked to learning materials developed by the publishers and those developed by the third party) therein should be linked to the publishers' websites for easy management. For the third party resources, the related URLs or hyperlinks should be linked 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 Handbooks for Teachers for teachers' reference in preparing lessons or designing learning and teaching activities. Publishers are accountable for the quality of the learning and teaching resources they provide.

3.13 When using national flag, national emblem, regional flag and regional emblem, the relevant requirements from the Protocol Division Government Secretariat on the use of these images should be followed.

3.14 The maps included in the textbooks should be accurate and only contain essential information suitable for student learning. Reference should be made to the requirements and standard maps of the Ministry of National Resources of the People's

Republic of China for all maps of China included in the textbooks.

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 foster their proper values and attitudes. In case of need, 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 inform 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 comparison 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 when the e-textbooks concerned have satisfied the five-year rule.

4.7 Even after 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 Schedule

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 2024 and 2025 are tabulated below:

Submission period	Start date of submission	Deadline of submission
2024 1st submission period	1 February 2024	29 February 2024
2024 2nd submission period	3 June 2024	2 July 2024
2024 3rd submission period	2 October 2024	31 October 2024
2025 1st submission period	3 February 2025	28 February 2025
2025 2nd submission period	2 June 2025	30 June 2025
2025 3rd submission period	2 October 2025	31 October 2025

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 have passed 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 date (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. Textbooks (regardless of printed or 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 **RTL / 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 after all the required information has been submitted.   Please refer to **Annex 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 **Annex 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 and its soft copy 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 together 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 serving as guidelines for e-textbook authors, reviewers and teachers for writing, reviewing and selecting e-textbooks respectively:

- ■ *Primary Education Curriculum Guide (Pilot Version)* **(2022)**
- ■ *Secondary Education Curriculum Guide* **(2017)** and its **Supplementary Notes (2021)**
- ■ *Curriculum Framework of National Security Education in Hong Kong* **(2021)**
- ■ *Values Education Curriculum Framework* **(Pilot Version) (2021)**
- ■ *Guiding Principles for Quality Textbooks* **(2023)**
- ■ **Updated version of individual KLA/subject writing guidelines**
- ■ **e-Textbook Technical and Functional Requirements (updated in June 2016)** (**Annex 5**); and

All the guidelines and reference documents mentioned above have been uploaded to the EDB's website at www.edb.gov.hk and "Textbook Information" website at www.edb.gov.hk/textbook.

Textbook Committee
Education Bureau
March 2024

**Lists of Current Curricula
Accepting Submission of e-Textbooks for Review
(Updated in March 2024)**

Primary Curriculum #1 [Publishing year of curriculum document]	**Remarks**
Chinese Language [2023]	-
English Language [2004]	-
Mathematics [2017]	-
Putonghua [2017]	-
General Studies [2017]	-
Music [2003]	-
Visual Arts [2003]	-
Physical Education [2017]	-

Junior Secondary Curriculum #1 [Publishing year of curriculum document]	**Remarks**
Chinese Language [2023]	-
English Language [2018]	-
Mathematics [2017]	-
Putonghua [2017]	-
Science [2017]	-
Geography [2011]	-
History [2019]	-
Chinese History [2019]	-
Religious Education [2023]	-
Life and Society [2010]	Only submission for textbooks of "Reprint with minor amendments" for printed textbooks is accepted.
Technology Education Key Learning Area – Information and Communication Technology [ICT] knowledge context [2017]	Textbooks should contain learning element modules K1, K2, K16 and E1 listed in the curriculum document.
Technology Education Key Learning Area – Technology and Living knowledge context [2017]	Textbooks should contain learning element modules K10, K11, K12, K13, K14, K15, E8, E9 and E10 listed in the curriculum document.
Technology Education Key Learning Area – Design and Technology (includes Materials and Structures, Operations and Manufacturing, as well as Systems and Control knowledge contexts) [2017]	Textbooks should contain learning element modules K3, K4, K5, K6, K8, K9, E2, E3, E6 and E7 listed in the curriculum document.
Music [2003]	-
Visual Arts [2003]	-
Physical Education [2017]	-

Senior Secondary Curriculum [#2] (Publishing year of curriculum document)	Remarks
Chinese Language [2021]	There is no Elective Part.
Chinese Literature [2007 (with updates in November 2015)]	Submission of Elective Part for textbook review is not accepted.
English Language [2021]	There is no Elective Part.
Mathematics [2007 (with updates in December 2017)]	There is no Elective Part.
Citizenship and Social Development [2021]	There is no Elective Part.
Physics [2007 (with updates in November 2015)]	For submission of Elective Part for textbook review, a minimum of three electives are required.
Chemistry [2007 (with updates in June 2018)]	-
Biology [2007 (with updates in November 2015)]	-
Chinese History [2007 (with updates in November 2015)]	For submission of Elective Part for textbook review, a minimum of three electives are required.
History [2007 (with updates in November 2015)]	There is no Elective Part.
Economics [2007 (with updates in November 2015)]	-
Geography [2007 (with updates in July 2022)]	-
Ethics and Religious Education [2007 (with updates in November 2019)]	For submission of Elective Part for textbook review, a minimum of one elective is required.
Tourism and Hospitality Studies [2007 (with updates in November 2015)]	-
Business, Accounting and Financial Studies [2007 (with updates in October 2020)]	Submission for textbook review for the Elective Part is not accepted.
Design and Applied Technology [2007 (with updates in November 2015)]	Submission for textbook review for the Elective Part is not accepted.
Health Management and Social Care [2007 (with updates in November 2015)]	Submission for textbook review for the Elective Part is not accepted.
Information and Communication Technology [2021]	Submission for textbook review for the Elective Part is not accepted.
Technology and Living [2007 (with updates in November 2015)]	Submission for textbook review for the Elective Part is not accepted.
Physical Education [2023]	There is no Elective Part.

[#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 optimising the four senior secondary (SS) core subjects. The updated Curriculum and Assessment (C&A) Guides for Senior Secondary subjects have been uploaded to the Curriculum Guides Webpage of the Education Bureau (www.edb.gov.hk/en/curriculum-development/cs-sec-edu/curri-guides/index.html)

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 <u>separately priced</u> (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. <u>Separate pricing</u> of the items is required.

- User Manual (can be given to users free of charge)
- Handbook for teachers (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)
　「電子教科書適用書目表」基本資料

Subject 科目　　　　　： **English Language**

Publisher 出版社　　　： **DEF e-Publishing Company Limited**　　　(English)

　　　　　　　　　　　　得意發電子出版有限公司　　　　　　　（中文）

書名 Title	副標題 Subtitle	年級 Year Level	編著者 Author(s)	其他電子學習功能及其他資料網址 Other e-Learning functions and URL for additional information (如定價、訂購、技術規格等) (e.g. pricing, delivery, technical requirements, etc.)	作業系統 Operating System	離線版本下載大小 Download size for offline version	價錢(港幣) Price (HK$)
ABC English	For Secondary One (A)	S1	Peter Pen, Mary Puppet and Tony Steak	其他電子學習功能 Other e-Learning functions： • Print on demand • Single sign-on account • Adjustable font size 網址 URL： www.defep.com	iOS, Android, Windows, Mac OS	130MB	80
	For Secondary One (B)	S1				140MB	80
	For Secondary Two (A)	S2				150MB	80
	For Secondary Two (B)	S2				165MB	80
	For Secondary Three (A)	S3				200MB	80
	For Secondary Three (B)	S3				210MB	80

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）
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

(C) 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 Feb 2021

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

- ☑ URL 下載網址
- ☑ Access key 啟動密匙
- ☐ App 應用程式
- ☐ Others 其他 (please specify 請註明) :

- ☐ CD/DVD Rom 光碟
- ☐ Vendor 商店

**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 materials of the e-textbook that have not been reviewed
未經審批的電子課本輔材料**

Learning Resources/Teaching Materials Category 學習材料／教材類別	Price 價錢
• User guides for students and teachers • Self-learning materials/platform (per 1 year subscription) • Online assessment bank (per Key Stage per year)	• Free • HK$100 • HK$1,000

**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 X or above on iOS X.0 or above)
  - Android: Chrome (version XX or above on Android XX or above)
  - Windows: Chrome (version XX or above on Windows X 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/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）

- 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)
　　　「電子教科書適用書目表」基本資料

Subject 科目　　　：　常識
Publisher 出版社　：　**DEF e-Publishing Company Limited** (English)
　　　　　　　　　　得意發電子出版有限公司 （中文）

書名 Title	副標題 Subtitle	年級 Year Level	編著者 Author(s)	其他電子學習功能及其他資料網址 Other e-Learning functions and URL for additional information (如定價、訂購、技術規格等) (e.g. pricing, delivery, technical requirements, etc.)	作業系統 Operating System	離線版本下載大小 Download size for offline version	價錢 (港幣) Price (HK$)
香港小學常識	小四上學期	P4	陳大文、李中明、黃小麗	其他電子學習功能 **Other e-Learning functions:** • 按需求列印 • 單一帳戶登入 • 讀屏 • 字體大小調校 網址 **URL:** www.defep.com	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）
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

(C) 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 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 learning/teaching materials of the e-textbook that have not been reviewed   **未經審批的電子課本輔助料**

Learning Resources/Teaching Materials Category **學習材料／教材類別**	**Price 價錢**
• 學生及教師使用指南：隨訂購免費附上 • 按需求列印範本（全套）： • 專題研習教材套應用程式（每使用戶口）： • 學習管理系統服務費	• 免費 • HK$100 • HK$10 • 每班每年 HK$200

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

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)
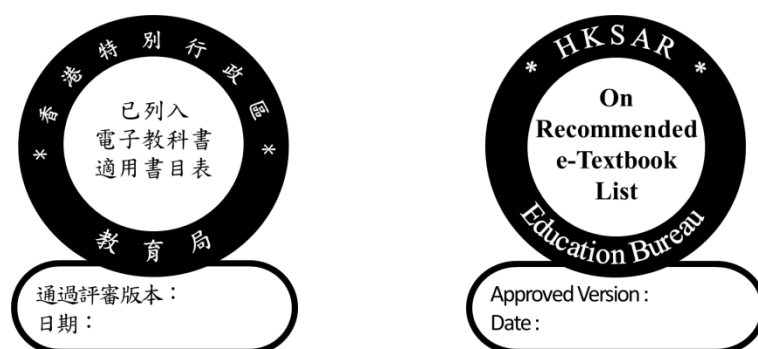

Figure 1: Samples of **"On eRTL – Approved Version"** logo

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)
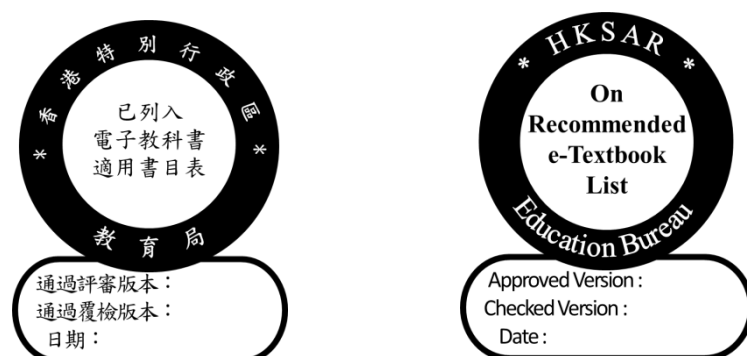

Figure 2: Samples of **"On eRTL – Checked Version"** logo

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 <u>contents page</u> 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 <u>five years after the submission date of the previous version</u> 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 <u>contents page or the bookshelf</u> of the e-textbooks.

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

1. Unless the new / revised / updated 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 / updated 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 curriculum document has been finalised.

e-Textbook Technical and Functional Requirements (updated in June 2016)

Criteria	Descriptors
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 <u>NOT</u> 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	Appropriate multimedia materials (video, audio and/or animation) are provided with captions/labels/synopsis where available
4. Interactive activities	Interactive learning, teaching and assessment activities are provided
5. Learning tools	Appropriate tools that facilitate learning, such as annotation, note-taking, bookmarking, highlighting tools, free online dictionary, etc. are provided
6. Offline reading	Appropriate content of the e-textbook can be downloaded to a computing device for offline reading with free-of-charge browsers or readers

‒ **End** ‒