

Guidelines on Submission of e-Textbooks for Review

(Revised in October 2015)

1. e-Textbooks for Review

- 1.1 An electronic textbook (“**e-textbook**”) submitted for review has to be a comprehensive and self-contained curriculum package with e-features that are designed to support the implementation of a Key Learning Area (“KLA”) / school subject in accordance with the curriculum documents issued by the Curriculum Development Council (“CDC”) for use in Hong Kong. It should cover at least one Key Stage of a CDC Curriculum (i.e. Primary 1-3, Primary 4-6, Secondary 1-3 or Secondary 4-6). Please refer to [Appendix 2](#) for the existing curricula which accept submissions for e-textbook review.
- 1.2 EDB will not review any deliverables not classified as “e-textbooks”, such as question / assessment banks and reference links.
- 1.3 Any e-books satisfying the above mentioned conditions may be submitted for review, and those of acceptable standard as assessed by the textbook review panels are classified as “**Recommended**” (**R**) and included on the **Recommended e-Textbook List (eRTL)**.
- 1.4 Publishers are encouraged to submit the teacher’s guide / user manual which provides background information such as teaching approaches and strategies to be used as well as the operation of e-features. However, such resource materials are not reviewed or included on the eRTL.

2. Recommended e-Textbook List (eRTL)

- 2.1 To facilitate schools in making appropriate choice of e-textbooks, the **eRTL** for various levels and subjects has been uploaded to the webpage of the Curriculum Development Institute (CDI) at www.edb.gov.hk/textbook and will be updated as appropriate.
- 2.2 e-Textbooks on the **eRTL** have been reviewed and considered as acceptable by the textbook review panels of the relevant subjects in terms of content, learning and teaching, structure and organisation, language, pedagogical use of e-features as well as accessibility and operational design. Schools can make reference to the **eRTL** when selecting e-textbooks, but it is not a requirement.
- 2.3 Details such as the latest version, price and download size for offline version of individual e-textbooks are provided on the **eRTL** for easy reference.
- 2.4 In line with the full implementation of the “Policy of Debundling Textbooks and Teaching / Learning Materials for Pricing” (Debundling Policy) since 2014, all the teaching / learning materials are debundled from the e-textbooks on the **eRTL** and priced separately. There are links to webpages which provide relevant pricing and other information about the e-textbooks on

EDB’s **eRTL** homepage as a reference for schools and parents (see [Appendix 4](#) for details). If publishers violate the requirements under the Debundling Policy and have not rectified the situation within a specified period, the EDB will consider removing the e-textbooks in question from the eRTL and inform the schools of the decision.

- 2.5 The **eRTL** also includes the commentaries on the core vetting criteria in the e-textbook review to enhance transparency and facilitate schools’ selection of e-textbooks.
- 2.6 The logo “**On Recommended e-Textbook List – Approved Version**” or the logo “**On Recommended e-Textbook List – Checked Version**”, which indicates the approved or checked version number and date given by the EDB, should be prominently placed on the contents page of the e-textbooks to distinguish them from learning materials which have not been reviewed. (Please refer to [Appendix 5](#) for details.)
- 2.7 As the information on the **eRTL** is important to schools and parents in their choice of e-textbooks, the Textbook Committee Secretariat (the Secretariat) will update the **eRTL** as appropriate.

3. Procedures for Submission of e-Textbooks for Review

- 3.1 All publishers are required to complete the “**e-Textbook Review Application Form** (Revised in October 2015)” at [Appendix 1](#) and send it to the Secretariat in person or by post at Room E326, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon. A soft copy (in MS Word format) of the completed form should also be sent to textbook@edb.gov.hk by email **at least two working days** before the submission deadline.
- 3.2 For interactive activities / exercises that provide instant answer checking functions, publishers have to provide the **suggested answer key** as well as the **audio scripts** for listening practices (in MS WORD / PDF format, or integrated in the e-textbook to be submitted) for assessment of the development of subject concepts.
- 3.3 Since both the online and offline versions of the e-textbooks submitted will be reviewed, publishers are required to submit a total of **10 trial accounts** as well as **four sets of offline version of each e-textbook** by means of data carrier, such as USB flash drive, memory card and CD ROM to the Secretariat by post or in person before the submission deadline stated in Part 5 below. (**Note: Submission of hard copies of e-textbooks, print-on-demand materials and user manuals / teacher’s guides is not necessary.**)
- 3.4 If the e-textbooks are submitted by means of mobile application (App), publishers are required to install the App(s) at the Secretariat. Appointment for the installation date and time has to be made with the Secretariat **at least one week** before the submission deadline.

- 3.5 Before the release of the e-textbook review or the reports for amendment check, publishers must not make any changes to the e-textbooks submitted (including the online version), or else the review process may be terminated.
- 3.6 To be in line with the implementation of the ‘**double-blind**’ review system, both the online and offline versions of the e-textbooks submitted (including the book titles, content materials, web links, app logos, file names, etc.) **should not** contain any information about the publishers, writers, advisors, acknowledgements, etc. so as to enhance the objectivity and impartiality of the e-textbook review. If publishers fail to meet the above mentioned requirements, the Secretariat will return the e-textbooks submitted, and they should re-submit the amended version within three working days, or else the application may be deferred to the next submission month.
- 3.7 In submitting new e-textbooks prepared in accordance with the subject curriculum documents at [Appendix 2](#) for review, publishers are required to submit the e-textbooks by Key Stages (i.e. Primary 1-3, Primary 4-6, Secondary 1-3 or Secondary 4-6). A separate submission form for e-textbooks of a Key Stage is required. There is a professional need to assess all e-textbooks of the same series as a whole so that the quality and continuity of the series and the coverage of the respective curriculum can be properly appraised.
- 3.8 The Textbook Committee reserves the right to decline the review of the same e-textbook if it has been classified as "**Not to be included on the Recommended e-Textbook List**" twice.

4. Updating on e-Textbooks

- 4.1 Publishers may update e-textbooks on the eRTL when considered necessary. No review is needed if the amendments are about the updates of the operating system / software, bug fixes, or simply to address typographical errors or information / data updates and no amendments are made to learning activities, structure and organisation, etc., but publishers should notify the users about the updates by means of pop-up windows, emails, etc.
- 4.2 When the e-textbook has been updated, its version number should also be updated simultaneously. Publishers should add an extension after the checked version number given by the EDB (such as 1.1) on their own convention (e.g., 1.1.4, 1.1.6E, 1.1.n8k2). The latest version number as well as the date of the last update should also be clearly and prominently indicated on the contents page of the e-textbooks concerned.
- 4.3 If there are substantial amendments to the e-textbooks such as those involving structure and organisation and learning activities, publishers should submit the updates together with a letter giving full justifications for the revision and a summary table of the proposed changes to the Textbook Committee for review in the submission months as listed in Part 5. *(Further details about the arrangements for the submission of updated*

e-textbooks for review will be announced in due course)

5. Submission Schedules

- 5.1 The forthcoming e-textbook submission months are **November of 2015** as well as **August and November of 2016**. The last working day (except Saturday, Sunday or public holidays) of the respective e-textbook submission months is the deadline for submission. The submission months after 2016 will be confirmed in due course. (For postal submission, date of the stamp chop will be used as the submission date.)
- 5.2 Should any e-textbook fail to meet the submission deadline, it will be processed in the next review period.
- 5.3 For the implementation of new / revised curriculum, publishers should submit e-textbooks for review after the new / revised curriculum guide has been finalised.

6. Release of e-Textbook Review Results

- 6.1 In general, the process of e-textbook review will be completed in about four months after submission of the e-textbooks. e-Textbooks classified as “Recommended” (R) will be put on the **eRTL** and issued the “**On eRTL – Approved Version**” Logo.
- 6.2 For e-textbooks written for the same subject and Key Stage based on the same curriculum documents and submitted in the same month, review results will be released at the same time.
- 6.3 For those e-textbooks classified as “**R**”, publishers are required to complete and return to the Secretariat the “**Information on e-Textbook**” ([Appendix 4](#)) within a specified period of time (usually within five working days after the release of review results). All information will be put on the **eRTL** for reference of schools and parents. If the publishers concerned have submitted the required information on or before the deadline, the e-textbooks concerned will be put on the **eRTL** at the same time. However, if individual publisher fails to submit the required information in time, the Secretariat will only put the e-textbooks with all required information on the **eRTL**.
- 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 – Checked Version**” Logo. (Please refer to [Appendix 5](#) 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 once the e-textbooks are available for sale. If the revised versions fail to comply with the advice given in the

e-Textbook Review Reports, or have made further changes that are not required by the e-Textbook Review Reports, or if publishers fail to provide the user's accounts of the e-textbooks, the EDB reserves the right to remove such titles from the **eRTL**.

7. e-Textbook Writing Guidelines

The EDB has compiled a set of **Guiding Principles for Quality Textbooks (2014)**, e-textbook technical requirements ([Appendix 3](#)) as well as KLA / subject-specific guidelines for the reference of e-textbook writers, reviewers and teachers in writing, reviewing and selecting e-textbooks. The guiding principles are generic and central to e-textbooks in all KLAs and subjects at primary and secondary levels. All the guidelines and reference documents above are uploaded to the Textbook Information webpage at www.edb.gov.hk/textbook.

8. Copyright Declaration

Publishers are required to obtain all necessary consent and clearances for the authorised use of third party copyrighted materials, for instance, images, articles, audio-visual materials and reference links. If it is proven that the e-textbooks submitted for review contain copyright infringed materials, the EDB reserves the right to remove the e-textbooks concerned from the "Recommended e-Textbook List", even though the e-textbooks have passed the review.

Textbook Committee
Education Bureau

October 2015

電子課本評審申請表

(二零一五年十月修訂)

e-Textbook Review Application Form

(Revised in October 2015)

註解 Notes:

- 1 每張表格只填寫同一科相同書名的電子課本。有關送審課本的條款，請參閱電子課本送審指引 (www.edb.gov.hk/textbook)。Please use a new form for each title of the same subject. Details of the requirements of e-textbook submission can be found in the **Guidelines on Submission of e-Textbooks for Review** available at www.edb.gov.hk/textbook.
- 2 若貴出版社送審的為更新版電子課本，必須以書面具體闡述更新理由，以及提交更新版新舊對照表。若貴出版社要求評審更新版電子課本的理由不夠充分，則本局不會安排評審有關課本。If the e-textbook(s) submitted for review is/are of an updated version, full justification and a summary table of the proposed updates should be given. If the request for reviewing the updates is found to be not justified, the EDB will not arrange to review the e-textbook(s).
- 3 此表格可從上述網頁下載。填妥申請表後，於送審期限內親身或以郵遞形式送交教育局課本委員會秘書處辦理；另於送審截止日期前至少兩個工作天將軟本以文件檔格式電郵至 textbook@edb.gov.hk。This form can be downloaded from the webpage mentioned above. Please send the completed form(s) to the Textbook Committee Secretariat by post or in person **and** send a soft copy (in MS Word format) to textbook@edb.gov.hk by email **at least 2 working days** before the submission deadline.
- 4 請在適當方格內加 號或刪除不適用者。如本表格的空間不敷應用，請另紙填報有關資料。Please tick or delete 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 程度 Level
 初小 (小一至小三) Junior Primary (P1 to P3) 初中 (中一至中三) Junior Secondary (S1 to S3)
 高小 (小四至小六) Upper Primary (P4 to P6) 高中 (中四至中六) Senior Secondary (S4 to S6)
- 3 科目 Subject _____
- 4 書名 Title _____

副標題 Subtitle	編著者 Author(s)

- 5 附加資料 Additional Information
 互動學習活動/練習建議答案 Suggested answers for interactive activities / exercises
 聆聽練習錄音文稿 Audio scripts for listening practices
 不適用 Not applicable

- 6 送審模式 (若多於一項，請剔選適當方格以註明何者為主要版本)
 Mode of submission (If more than one, please indicate the master version by ticking the appropriate box provided)

Master Mode 主要版本 模式	
<input type="checkbox"/>	<input type="checkbox"/> 網址 Website (URL) _____ 最佳顯示瀏覽器 Browser for best display: <i>Internet Explorer / Chrome / Firefox / Safari</i>
# <input type="checkbox"/>	<input type="checkbox"/> 應用程式 (每套課本所需數量) App (Quantity per set) _____ (# 須於一星期前聯絡課本委員會秘書處預約安裝。 Appointment for installation with the Textbook Committee Secretariat one week in advance is required.)
* <input type="checkbox"/>	<input type="checkbox"/> USB 快閃記憶體 / 記憶卡 / 光碟 (每套課本所需數量) USB flash drive / Memory card / DVD-ROM (Quantity per set) _____ 建議使用軟件/閱讀器(版本) Suggested software / reader (version) _____
	(* 須送交 4 套予課本委員會秘書處。 4 sets should be sent to the Textbook Committee Secretariat.)
<input type="checkbox"/>	<input type="checkbox"/> 其他 (請註明) Others (please specify) _____
	<input type="checkbox"/> 試用戶口 Trial account (10 trail accounts are required 須提供 10 個試用戶口) 登入名稱 Login name _____ 密碼 Password _____

- 7 作業系統 / 讀屏軟件 / 全鍵盤操作 – 這套電子課本可於以下作業系統使用，並可於指定的作業系統下配合常用的讀屏軟件及支援全鍵盤操作。

Operating system / Screen reader / Full keyboard operation – This set of e-textbook can be accessible with the following operation system(s), and it can be compatible with common screen readers and support full keyboard operation under the specific operating system(s).

	微軟視窗 Microsoft Windows	iOS	Mac OS	Android
Operating system 作業系統 :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compatible with screen reader 配合讀屏軟件:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support full keyboard operation 支援全鍵盤操作:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 8 版本 Version

送審版次 Version number for review _____

初版 First Version 更新版 (請參閱前頁註解 2) Updated Version (please see Note 2)

- 9 預計出版年份

Expected year of publication _____

上次出版年份

Year of previous publication _____

- 10 其他資料 (只供參考)

有, 請填寫下表 Yes, please fill in table below

Other materials (for reference only) 沒有 No

下列資料只供參考，並不會通過評審或被列入「電子教科書適用書目表」內。

The following resource materials are for reference only and will not be reviewed or included in the Recommended e-Textbook List.

名稱 Title	類別 (教師手冊或其他) Category (Teacher's guide(s) or others)	形式 (列印本、光碟、網站或其他) Mode (Printed copy, CD-ROMs, website or others)	數目 Number of Volumes

- 11 單一登入 Single sign-on

用戶可以憑單一帳戶登入所有電子教科書的平台。

Single sign-on account across all e-textbooks is available to users.

可以, 透過 Yes, through _____ 尚未可以 Not yet available

- 12 聲明 Declaration

電子課本內的所有材料已獲得版權擁有者的同意及許可於學校及家中使用。

The copyright of all the materials included in the e-textbook has been cleared for all audiences in schools and home.

有 Yes 沒有 No

電子課本配備適當容量及頻寬的伺服器，並可容納多個用戶同時使用。

This e-textbook is supported by a server with adequate capacity and bandwidth for concurrent access of multiple users.

有 Yes 沒有 No

負責人簽名

Signature of person in charge _____

負責人姓名

Name of person in charge _____

聯絡電話

Telephone number _____

傳真號碼

Fax number _____

電郵地址

Email address _____

日期

Date _____

出版社印鑑 Publisher's stamp

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Existing Curricula which Accept Submissions for e-Textbook Review
(for school use in the 2016/17 and 2017/18 school years ^{Note 1})

Primary Curriculum (Publishing year of curriculum document) ^{Note 2}	2016/17 school year	2017/18 school year
Chinese Language (2004)	✓	✓
English Language (2004)	✓	✓
Mathematics (2000)	✓ ^{Note 3}	✓ ^{Note 4}
Putonghua (1997)	✓ ^{Note 4}	✓
General Studies (2011)	✓	✓
Music (2003)	✓	✓
Visual Arts (2003)	✓	✓
Physical Education (2002)	✓	✓

Junior Secondary Curriculum (Publishing year of curriculum document) ^{Note 2}	2016/17 school year	2017/18 school year
Chinese Language (2001)	✓	✓
English Language (1999)	✓	✓
Mathematics (1999)	✓ ^{Note 3}	✓ ^{Note 4}
Putonghua (1997)	✓ ^{Note 4}	✓
Science (1998)	--- ^{Note 4}	✓
Geography (2011)	---	✓
History (1996)	✓ ^{Note 4}	✓
Chinese History (1997)	✓ ^{Note 4}	✓
Religious Education (1999)	✓	✓
Life and Society (2010) ^{Note 6}	✓ ^{Note 5}	✓ ^{Note 5}
Computer Literacy (1999) ^{Note 7 & 8}	---	✓
Home Economics (1994) / Technology and Living ^{Note 8}	✓	✓
Design and Technology (2000) ^{Note 8}	✓	✓
Music (2003)	✓	✓
Visual Arts (2003)	✓	✓
Physical Education (2002)	✓	✓

Note:

- Submission month for e-Textbook review for school use in 2016/17: **November 2015**;
Submission months for e-Textbook review for school use in 2017/18: **August and November 2016**
- Publishers should also refer to the relevant Key Learning Area Curriculum Guides as well as Curricula / Supplementary Notes (if applicable) when writing the e-textbooks.
- Consultation of the revised curriculum starts in the 2016/17 school year for the replacement of the current curriculum at a later stage.
- Announcement of details of the revised curriculum.
- Intention to explore the possibility to revise the curriculum and / or announce a new curriculum.
- e-Textbooks should contain the foundation part of all 29 core modules listed in the curriculum document. Publishers may decide whether to publish the extended part of the core modules and the enrichment modules.
- e-Textbooks should contain all 30 basic and additional enrichment modules listed in the curriculum document.
- The “Enriched Technology Education Key Learning Area Curriculum” will be fully implemented in the Junior Secondary levels in the 2016/17 school year and the curriculum concerned will then be replaced by the Learning Elements of the relevant Knowledge Contexts in the “Technology Education Key Learning Area Curriculum Guide”. Publishers should also refer to the “Technology Education Key Learning Area Curriculum Guide” (P1-S3)(2002) and the “Technology Education Key Learning Area Curriculum Guide – Supplementary Notes (Secondary 1-3)” (2013) when writing the e-textbooks.

Senior Secondary Curriculum (Publishing year of curriculum document) ^{Note 9}	2016/17 school year	2017/18 school year
Chinese Language (2007)(with updates in January 2014) ^{Note 10}	---	✓
Chinese Literature (2007)(with updates in January 2014) ^{Note 10}	---	✓
English Language (2007)(with updates in January 2014) ^{Note 10}	✓	✓
Mathematics (2007)(with updates in January 2014)	--- ^{Note 3}	✓ ^{Note 4}
Physics (2007)(with updates in January 2014) ^{Note 11}	✓	✓
Chemistry (2007)(with updates in January 2014)	✓	✓
Biology (2007)(with updates in January 2014)	✓	✓
Science – Combined Science (2007)(with updates in January 2014)	✓	✓
Science – Integrated Science (2007)(with updates in January 2014)	✓	✓
Chinese History (2007)(with updates in January 2014) ^{Note 11}	---	✓
History (2007)(with updates in January 2014) ^{Note 10}	✓	✓
Economics (2007)(with updates in January 2014)	---	✓
Geography (2007)(with updates in January 2014)	✓ ^{Note 4}	✓
Ethnics and Religious Education (2007)(with updates in January 2014)	---	✓
Tourism and Hospitality Studies (2007)(with updates in January 2014)	---	✓
Business, Accounting and Financial Studies (2007)(with updates in January 2014) ^{Note 10}	--- ^{Note 5}	✓ ^{Note 5}
Information and Communication Technology (2007)(with updates in January 2014) ^{Note 10}	---	✓
Design and Applied Technology (2007)(with updates in January 2014) ^{Note 10}	---	✓
Physical Education (2007)(with updates in January 2014)	---	✓

Note:

9. The Education Bureau, the Curriculum Development Council and the Hong Kong Examinations and Assessment Authority have completed the mid-term review of the new academic structure. All suggestions from the review have been uploaded onto the “Review of the New Academic Structure” webpage (<http://334.edb.hkedcity.net/curriculum.php>). For details, please refer to the EDB Circular Memorandum No. 106/2015.
10. Submission for e-textbook review for the Elective Part is not accepted.
11. For submission for e-textbook review for the Elective Part, a minimum of three electives are required.

e-Textbook Technical Requirements (October 2014)

Criteria	Descriptors
1. Hardware and system requirements	1.1 The e-textbook shall be accessible with a multitude of common computing devices such as desktop/laptop computers, mobile computing devices. (e-textbook residing only on proprietary hardware and/or software will NOT be accepted.)
	1.2 The e-textbook shall be accessible with common contemporary operating systems such as Microsoft Windows 7, Windows 8 and up, Mac OS X 10.6 and up, iOS 7.0 and up, Android 4.2.2 and up. The e-textbook shall also be compatible with common screen readers. (<i>Note 1</i>)
	1.3 The entire e-textbook shall be capable of being used online with a computing device using free-of-charge application software package(s) such as the following contemporary browsers: Internet Explorer Ver. 10 and up, Google Chrome ver. 28.0 and up, Firefox ver. 22.0 and up, Safari ver. 6 and up.
	1.4 Appropriate content including users' annotations/note-taking and highlighting etc. of the e-textbook shall be capable of being downloaded to a computing device for offline reading with free-of-charge application software package(s).
2. Single sign-on	2. Single sign-on account experience across all e-textbooks shall be made available to users.
3. Navigation and content layout	<p>3.1 Consistent and intuitive navigation of content shall be provided.</p> <p>3.2 The following features to facilitate navigation and search within the same set of e-textbooks shall be available.</p> <p>3.2.1 For browser-based e-textbooks, full keyboard operation shall be supported (<i>Note 2</i>)</p> <p>3.2.2 On top of the Table of Contents at the beginning of the e-textbook, links to the Table of Contents, location of current page, the next and the previous page buttons shall be visible on all screens</p> <p>3.2.3 Full text search function with simple search box shall be displayed on all screens</p> <p>3.2.4 Hypertext of key topics/terms within the e-textbook shall be available and represented in understandable labels; alternative text for buttons, images and other non-text elements shall be available</p> <p>3.2.5 Index shall be available</p> <p>3.2.6 For browser-based e-textbooks, proper heading structures by marking headings in markup languages shall be deployed</p>
	<p>3.3 Consistent and intuitive layout of content shall be deployed with:</p> <p>3.3.1 Adjustable font size</p> <p>3.3.2 Content to fit into one page for easy reading, with suitable layout for icons / buttons aligning not too close together where applicable</p> <p>3.3.3 Optimize screen resolution for common desktop and tablet computers (currently 1024x768), and with reasonable quality after zooming to 200%.</p> <p>3.3.4 Sufficient color contrast shall be deployed, with visual presentation of text and images of text shall reach a ratio at least 3:1</p> <p>3.3.5 Multimedia content such as video clips shall 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</p> <p>3.3.6 Video and audio clips can be played natively within the e-textbook, no extra plug-in installation shall be required</p>

*Note 1: Publishers should provide the e-Textbook on **at least** one platform to be compatible with common screen readers.*

*Note 2: For browser-based e-Textbook, publishers should provide the e-Textbook on **at least** one platform to be supported with full keyboard operation.*

Criteria	Descriptors
4. Print-on-demand (POD)	4. Availability of POD function incorporated for users to create one or multiple hard copies of the primary reading materials. The deployment of POD is based on sound pedagogical underpinnings. The text on POD shall be searchable.
5. Multimedia	5. Appropriate multimedia - video, audio and/or animation, shall be included in layout according to the aforesaid requirements, and with captions / labels / synopsis where available.
6. Interactive activities	6. Interactive learning, teaching and assessment activities shall be provided. Input boxes / spaces and output displays / error messages shall be meaningfully labeled.
7. Learning tools	<p>7.1 Tools for annotation/note-taking, bookmarking and highlighting which are shareable and synchronisable to more than one computing device via Internet, shall be included.</p> <p>7.2 Highlighting and note-taking are easy to apply and remove with simple text tool box.</p> <p>7.3 Appropriate interface for accessing free online dictionary shall be provided.</p>
8. Digital Right Management	8. If DRM is employed, the necessary software or plugin shall be provided to users free-of-charge.
9. Server Capacity and Availability	9. Adequate capacity and bandwidth shall be ensured to cater for concurrent access of multiple users with reasonable performance.

Information on e-Textbooks for Submission

- Publishers are requested to provide the following information about their e-textbooks by completing the form given.
- Fill in **items 2, 7 and 9** in both Chinese and English. Complete the other items with the same language as the language version of the e-textbook.
- Publishers are requested to provide the EDB with a web-link containing the information listed in Part C. If the webpage is not available yet, publishers should create a simple webpage as a temporary measure to indicate that the webpage is still “Under Construction” so that schools and parents can access the information through the web-link when it is ready.
- Two examples of the completed form are given for reference.

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

1. Title, subtitle, and level of the e-textbook
2. Name of e-textbook publisher
3. Author(s)
4. Download size for offline version
5. Price
6. Web link for additional information

(B) Contact information for internal use

7. Contact person’s name and position
8. Contact number, fax number and email address
9. Postal address

(C) Additional information for users’ reference

- ◆ Latest version and date of last update
- ◆ Delivery type / mode
- ◆ Pricing (including all modes of subscription and concession)
- ◆ Supplementary teaching / learning materials debundled from e-textbook (see **Remarks**)
- ◆ Technical specifications (e.g., preferable browsers, readers, additional plug-in, hardware, etc)
- ◆ Enquiry hotline / web link / email address
- ◆ Other remarks (if any)

Remarks:

Indicate “Teaching/Learning Materials Category” with the following items as appropriate:

- | | |
|---------------------------------------|--|
| • User Guide / Manual | • Assessment tasks and teacher’s guide |
| • Teacher’s handbook | • Wall map / Wall chart |
| • Workbook and answers | • Assessment item bank |
| • Worksheet and answers | • Self-learning materials / platform |
| • Compact disc for teachers | • Print-on-demand samples |
| • Compact disc for students’ learning | • Learning management system |
| • Project learning | • Others (please specify) |

Information on e-Textbook 電子課本資料

(A) Basic information on the Recommended e-Textbook List (eRTL) 「電子教科書適用書目表」基本資料	
1.	Title, subtitle and level of the e-textbook 書名，副標題及年級
	<ul style="list-style-type: none"> • Title 書名: • Subtitle 副標題: • Level 年級:
2.	Name of e-textbook developer / publisher 出版社名稱
	<ul style="list-style-type: none"> • English name: • 中文名稱:
3.	Author(s) 編著者
4.	Download size for offline version 離線版本下載大小
5.	Price 價格
6.	Web link for additional information 其他資料網址 (see Part C for the suggested items 建議內容項目見 C 部份)

(B) Contact information for internal use 聯絡資料 (供內部參考)	
7.	Contact person 聯絡人
	<ul style="list-style-type: none"> • Name 姓名 (English): (Chinese): • Position 職位:
8.	Contact information 聯絡資料
	<ul style="list-style-type: none"> • Telephone number 電話: • Fax number 傳真: • Email address 電郵:
9.	Postal address 郵遞地址
	<ul style="list-style-type: none"> • (English): • (Chinese):

(C) Additional information for users' reference 其他資料 (供用戶參考)	
Title, subtitle and level of the e-textbook 書名，副標題及年級	
<ul style="list-style-type: none"> • Title: • Subtitle: • Level: 	
Latest version and date of last update 最新版本及最後更新日期	
<ul style="list-style-type: none"> • Latest version 最新版本： • Last update 最後更新日期： 	
Delivery type / mode (please tick against the boxes) 送遞方式	
<input type="checkbox"/> URL 下載網址 <input type="checkbox"/> CD/DVD Rom 光碟 <input type="checkbox"/> Access key 啟動密匙 <input type="checkbox"/> Vendor 商店 <input type="checkbox"/> App 應用程式 <input type="checkbox"/> 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)	
Supplementary teaching/learning materials debundled from e-textbook 電子課本的輔助教材和未經審批的學習材料	
Teaching/learning materials category 教材/學習材料類別	Price 價格
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)	
Enquiry hotline / web link / email address 詢問熱線 / 網址 / 電郵地址	
<ul style="list-style-type: none"> • Hotline(s) 詢問熱線： • Web link 網址： • Email 電郵地址： 	
Other remarks (if any) 其他備註 (如有)	

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	
1.	Title, subtitle and level of the e-textbook 書名，副標題及年級
	<ul style="list-style-type: none"> Title: ABC English Subtitle: For Secondary One Level: S1
2.	Name of e-textbook developer / publisher 出版社 / 開發機構名稱
	<ul style="list-style-type: none"> English name: DEF e-Publishing Company Limited Chinese name: 得意發電子出版有限公司
3.	Author(s) 編著者
	Peter Pen, Mary Puppet and Tony Steak
4.	Download size for offline version 離線版本下載大小
	680MB
5.	Price 價格
	HK\$80
6.	Web link for additional information 其他資料網址 (see Part C for the suggested items 建議內容項目見 C 部份)
	www.defep.com

(B) Contact information for internal use 聯絡資料 (供內部參考)	
7.	Contact person 聯絡人
	<ul style="list-style-type: none"> Name 姓名 (English): Chung Yee Lay (Chinese): 鍾懿里 Position 職位: CEO
8.	Contact information 聯絡資料
	<ul style="list-style-type: none"> Telephone number 電話: 2345 6789 Fax number 傳真: 2345 6780 Email address 電郵: ceo@defep.com
9.	Postal address 郵遞地址
	<ul style="list-style-type: none"> English: Flat C, 18/F, Chung Yee Building, Kowloon Tong, Kowloon Chinese: 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)	
Title, subtitle and level of the e-textbook 書名, 副標題及年級	
<ul style="list-style-type: none"> Title: ABC English Subtitle: For Secondary One Level: S1 	
Latest version and date of last update 最新版本及最後更新日期	
<ul style="list-style-type: none"> Latest version 最新版本 : 1.0.3 Last update 最後更新日期: 3 April 2016 	
Delivery type / mode (e.g., web link, access key, vendor, etc) 送遞方式	
<input checked="" type="checkbox"/> URL 下載網址 <input type="checkbox"/> CD/DVD Rom 光碟 <input checked="" type="checkbox"/> Access key 啟動密匙 <input type="checkbox"/> Vendor 商店 <input type="checkbox"/> App 應用程式 <input type="checkbox"/> 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)	
<ul style="list-style-type: none"> Standard price: HK\$80 including all updates in the first year (per licence – for individual subscription) Discount (1): HK\$40 / year for the renewal of updates after the completion of the first year subscription (per licence – for individual and school subscription) Discount (2): HK\$7,000 including all updates in the first year (per a bulk subscription of 100 or above licences – for school subscription only) 	
Supplementary teaching/learning materials debundled from e-textbook 電子課本的輔助教材和未經審批的學習材料	
Teaching/learning materials category 教材/學習材料類別	Price 價格
<ul style="list-style-type: none"> User guide for students: a free copy is attached per subscription User guide for teachers (per download copy) Self-learning materials / platform (per 1 year subscription) 	<ul style="list-style-type: none"> Free HK\$50 HK\$100
Technical specifications (e.g., preferable browsers, readers, additional plug-in, hardware, etc) 技術規格 (如適用瀏覽器、閱讀器、外掛程式、硬件等)	
<ul style="list-style-type: none"> Best view with different browsers when different platforms are used: <ul style="list-style-type: none"> iOS: Safari (version 6 or above on iOS 7.0 or above) Android: Chrome (version 28 or above on Android 4.1 or above) Windows: Chrome (version 28 or above on Windows 7 or above) Open the offline version of the e-textbook with Adobe Reader (version 10 or above) External earphones and microphones for listening and speaking activities Internet connection is required for certain interactive activities and data updates No additional plug-in is required 	
Enquiry hotline / web link / email address 詢問熱線 / 網址 / 電郵地址	
<ul style="list-style-type: none"> Hotline 詢問熱線 : 2345 6789 Web link 網址 : www.defep.com/enquiry Email 電郵地址 : enquiry@defep.com 	
Other remarks (if any) 其他備註 (如有)	
<ul style="list-style-type: none"> 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	
1.	Title, subtitle and level of the e-textbook 書名，副標題及年級
	<ul style="list-style-type: none"> Title: 香港小學常識 Subtitle: 小四常識 Level: 小四
2.	Name of e-textbook developer / publisher 出版社 / 開發機構名稱
	<ul style="list-style-type: none"> English name: DEF e-Publishing Company Limited Chinese name: 得意發電子出版有限公司
3.	Author(s) 編著者
	陳大文，李小明
4.	Download size for offline version 離線版本下載大小
	500MB
5.	Price 價格
	港幣\$60
6.	Web link for additional information 其他資料網址 (see Part C for the suggested items 建議內容項目見 C 部份)
	www.defep.com

(B) Contact information for internal use 聯絡資料 (供內部參考)	
7.	Contact person 聯絡人
	<ul style="list-style-type: none"> Name 姓名 (English): Chung Yee Lay (Chinese): 鍾懿里 Position 職位: CEO
8.	Contact information 聯絡資料
	<ul style="list-style-type: none"> Telephone number 電話: 2345 6789 Fax number 傳真: 2345 6780 Email address 電郵: ceo@defep.com
9.	Postal address 郵遞地址
	<ul style="list-style-type: none"> English: Flat C, 18/F, Chung Yee Building, Kowloon Tong, Kowloon Chinese: 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)	
Title, subtitle and level of the e-textbook 書名, 副標題及年級	
<ul style="list-style-type: none"> Title: 香港小學常識 Subtitle: 小四常識 Level: 小四 	
Latest version and date of last update 最新版本及最後更新日期	
<ul style="list-style-type: none"> Latest version 最新版本: 1.0 Last update 最後更新日期: 11-4-2016 	
Delivery type / mode (e.g., web link, access key, vendor, etc) 送遞方式	
<input type="checkbox"/> URL 下載網址 <input type="checkbox"/> CD/DVD Rom 光碟 <input checked="" type="checkbox"/> Access key 啟動密匙 <input type="checkbox"/> Vendor 商店 <input checked="" type="checkbox"/> App 應用程式 <input type="checkbox"/> 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)	
<ul style="list-style-type: none"> 每個使用證 HK\$60, 包括第一年內所有更新 (個人訂購用) 折扣(1): 首年訂購期完結後延續更新期限, 每年 HK\$25 (個人及集體訂購用) 折扣(2): 一次過訂購 100 個使用證或以上共 HK\$4,000, 包括第一年內所有更新 (學校集體訂購用) 	
Supplementary teaching/learning materials debundled from e-textbook 電子課本的輔助教材和未經審批的學習材料	
Teaching/learning materials category 教材/學習材料類別	Price 價格
<ul style="list-style-type: none"> 學生使用指南: 隨訂購免費附上 教師使用指南 (每次下載): 按需求列印範本 (全套): 專題研習教材套 (每套): 	<ul style="list-style-type: none"> 免費 HK\$45 HK\$100 HK\$75
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)	
<ul style="list-style-type: none"> 於不同電腦平台, 使用以下瀏覽器以達最佳閱讀效果: <ul style="list-style-type: none"> ◆ iOS: Safari (使用版本 6 或以上於 iOS 8.0 或以上) ◆ Android: Chrome (使用版本 28 或以上於 Android 4.1 或以上) ◆ Windows: Chrome (使用版本 28 或以上於 Windows 7 或以上) 需以 Adobe Reader (版本 10 或以上)開啟離線版電子課本 需用外置耳機進行聆聽及短片觀看活動 需要互聯網連接來進行某些互動活動及資料更新 不需任何外掛程式 	
Enquiry hotline / web link / email address 詢問熱線 / 網址 / 電郵地址	
<ul style="list-style-type: none"> Hotline 詢問熱線: 2345 6789 Web link 網址: www.defep.com/enquiry Email 電郵地址: enquiry@defep.com 	
Other remarks (if any) 其他備註 (如有)	
<ul style="list-style-type: none"> 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 Recommended e-Textbook List must bear the specified logos which indicate the approved / checked version and date given by the EDB.
2. Publishers should note that the logos cannot be put on other supplementary materials which have not been submitted for review and are not on the Recommended e-Textbook List. Doing so may result in the removal of the related e-textbooks from the List.
3. Publishers will be issued an “**On eRTL – Approved Version**” Logo together with the e-Textbook Review Report when their e-textbooks are classified as “Recommended” (R). (Figure 1)

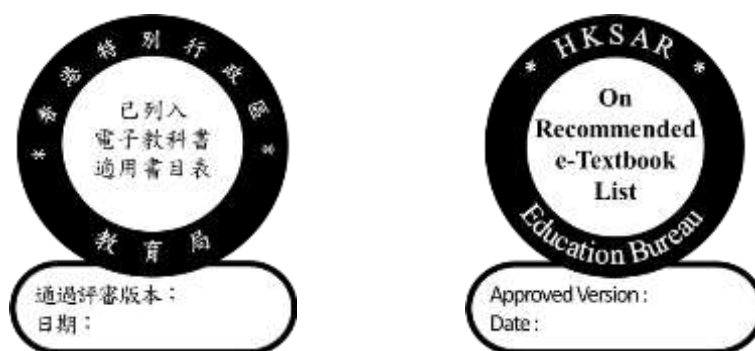


Figure 1: Samples of “On eRTL – Approved Version” Logo

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

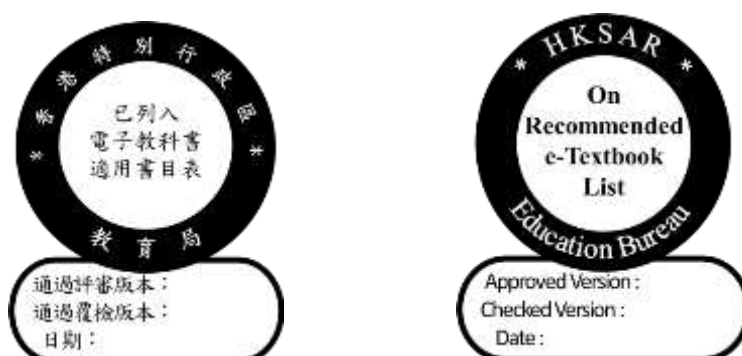


Figure 2: Samples of “On eRTL – Checked Version” Logo

5. Specifications of the eRTL logo:

Resolution and Content

- Resolution: 250 × 300 pixel or above (about 3cm × 4cm in A4 size)
- Approved / Checked Version and Date: to be added onto the logo by the Textbook Committee Secretariat

Position

- The logo, with the resolution and content specified above, must be prominently and clearly seen on the contents page of the e-textbook.
6. Publishers cannot make changes to the “Approved Version / Checked Version” and “Date” on the logos even though the content of the e-textbook has been updated until the updated e-textbook has successfully gone through the review and been given a new logo for replacement by the Textbook Committee Secretariat.
7. When the e-textbook has been updated, its version number should also be updated simultaneously. Publishers should add an extension after the checked version number given by the EDB (such as 1.1) on their own convention (e.g., 1.1.4, 1.1.6E, 1.1.n2e6). The latest version number as well as the date of the last update must be prominently and clearly seen on the contents page of the e-textbook.