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| Basic Information | Notes |
|  | Publishing Institution Code |  |  |
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| ※ | Title |  | 60-word limit |
|  | English Title |  | 60-word limit |
|  | Category |  |  |
|  | Administrative Knowledge Category |  |  |
| ※ | Keywords |  | 30-word limit, with “,” separating words |
| ※ | Editor/Author/ Translator |  | 25-word limit |
| ※ | Editor/Author/ Translator Profile |  |  |
| ※ | Year and Month of Publication |  |  |
| ※ | Content Format | □ 0 Gazette □ 1 Laws and Regulations□ 2 Overview (Summary) □ 3 Policy Plan (Report) □ 4 Research Report □ 5 Statistics□ 6 Meeting Minutes □ 7 Directory Guide□ 8 Catalogue Index □ 9 General |  |
|  | Set/Series Title |  |  |
|  | Set/Series ISBN |  |  |
| ※ | Language | □ Chinese □ English □ Japanese □ French□ German □ Spanish □ Other: \_\_\_\_\_\_\_\_\_ |  |
| ※ | Target Audience | □ Pre-Schooler □ Adolescent□ Adult (Administrative) □ Adult (Academic) □ Adult (Recreational) |  |
| ※ | Content Summary |  | At least 100 words |
|  | Additional Materials | □CD-ROM □VCD □DVD □ Floppy Disk □ Audiotape □ Videotape □ None □ Other: \_\_\_\_\_\_\_ |  |
|  | Dimensions | * A4 (29.5 x 21cm)
* B4 (36 x 26 cm)
* A4 (29 x 21 cm)
* B5 (26 x 19 cm)
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* 23 x 16 cm
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