1. Right click on the Harvard Anglia file link (at http://libguides.tts.edu.sg/referencing)

Harvard Anglia Referencing website

What is a citation?
A citation is added to the body of your text to signal where you are using a source. It tells the reader:
• the idea or information comes from somewhere else
• where to look for more information on that source

What are References?
Your References List will give full details of where you get your sources.
Your list will be in alphabetical order by the author’s last name.
There must be 100% correspondence between the sources listed in your text and the sources listed in your references.

Create a citation and reference for a book
This video provides an introduction to creating your citations and references.

How to cite and reference a book with one author

2. Click save link as...

Using the ‘References’ tool in Microsoft Word

Word does not have Harvard Anglia as a default setting so you will need to add it to your computer.

Find detailed instructions in the links at the bottom of this box which explain how to add Harvard Anglia to your computer.

In brief - you need to copy the Harvard Anglia files (and the text below) to:
For Windows Users - C:\Program Files\Microsoft Office\Office\16.0\References\Harvard\Harvard-Anglia\#RefMarc\#
For Windows Users, Office 2019 - C:\Program Files\Microsoft Office\Office16\References\Harvard-Anglia\#RefMarc\#
For Mac Users - Applications\Microsoft Office\2016\Microsoft Word.app\Contents\Resources\Styles\#

Harvard Anglia files
Right click on the link to ‘Save as’ and then follow the instructions in the documents below to copy the files into Word.

How to add Harvard Anglia for Mac
Instructions on how to add the Harvard Anglia Referencing Toolset Word on a Mac computer.

How to add Harvard Anglia for Windows
Instructions on how to add Harvard Anglia Referencing Toolset Word on a Windows computer.
3. Save the file on your desktop

4. The file on your desktop
5. Click “Applications”

6. Double click “Microsoft Office 2008”
7. Right click on “Microsoft Word” or click on this

8. Click “Show Package Contents”
9. Double click “Contents”

10. Double click “Resources”
11. Go to Style folder, double click “Style” folder and paste the HarvardAnglia.xsl file here.

12. The file in your Style folder.
13. Open Word, click Toolbox to check Harvard – Anglia is in the drop down list.