How to Write an APA Style Reference When Information Is Missing

What's missing?	Solution	Reference template			
		In-text citation		Position C	Position D
		Position A	Position B		
Nothing—all pieces are present	List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source	Author, A. A.	(date).	*Title of document* [Format]. *or* Title of document [Format].	Retrieved from http://xxxxx *or* Retrieved Month Day, Year, from http://xxxxx *or* Location: Publisher. *or* doi:xxxxx
Author is missing	Substitute title for author; then provide date and source	*Title of document* [Format]. *or* Title of document [Format].	(date).	n/a	
Date is missing	Provide author, substitute *n.d.* for *no date,* and then give title and source	Author, A. A.	(n.d.).	*Title of document* [Format]. *or* Title of document [Format],	
Title is missing	Provide author and date, describe document inside square brackets, and then give source	Author, A. A.	(date).	[Description of document].	
Author and date are both missing	Substitute title for author and *n.d.* for *no date',* then give source	*Title of document* [Format]. *or* Title of document [Format].	(n.d.).	n/a	
Author and title are both missing	Substitute description of document inside square brackets for author; then give date and source	[Description of document].	(date).	n/a	
Date and title are both missing	Provide author, substitute *n.d.* for *no date,* describe document inside square brackets, and then give source	Author, A. A.	(n.d.).	[Description of document].	
Author, date, and title are all missing	Substitute description of document inside square brackets for author, substitute *n.d.* for *no date,* and then give source	[Description of document].	(n.d.).	n/a	
Source is missing	Cite as personal communication or find a substitute	n/a	n/a	n/a	n/a

Note. Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document,* date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).

(1) Nothing is missing. All pieces are present

Solution		List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source
In-text citation	**Position A**	Author, A. A.
	Position B	(date).
Position C		*Title of document* [Format]. *or* Title of document [Format].
Position D		Retrieved from http://xxxxx *or* Retrieved Month Day, Year, from http://xxxxx *or* Location: Publisher. *or* doi:xxxxx

(2) Author is missing

Solution		Substitute title for author; then provide date and source
In-text citation	**Position A**	*Title of document* [Format]. *or* Title of document [Format].
	Position B	(date).
Position C		n/a
Position D		As in (1)

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(3) Date is missing

Solution		Provide author, substitute *n.d.* for *no date,* and then give title and source
In-text citation	**Position A**	Author, A. A.
	Position B	(n.d.).
Position C		*Title of document* [Format]. *or* Title of document [Format],
Position D		As in (1)

(4) Title is missing

Solution		Provide author and date, describe document inside square brackets, and then give source
In-text citation	**Position A**	
	Position B	(date).
Position C		Description of document].
Position D		As in (1)

(5) Author and date are both missing

Solution		Substitute title for author and *n.d.* for *no date',* then give source
In-text citation	**Position A**	*Title of document* [Format]. *or* Title of document [Format].
	Position B	(n.d.).
Position C		n/a
Position D		As in (1)

(6) Author and title are both missing

Solution		Substitute description of document inside square brackets for author; then give date and source
In-text citation	**Position A**	[Description of document].
	Position B	(date).
Position C		n/a
Position D		As in (1)

(7) Date and title are both missing

Solution		Provide author, substitute *n.d.* for *no date,* describe document inside square brackets, and then give source
In-text citation	**Position A**	Auhor, A. A.
	Position B	(n.d.).
Position C		Description of document].
Position D		As in (1)

(8) Author, date, and title are all missing

Solution		Substitute description of document inside square brackets for author, substitute *n.d.* for *no date,* and then give source
In-text citation	**Position A**	Description of document].
	Position B	(n.d.).
Position C		n/a
Position D		As in (1)

Everything! The Source is missing

Solution	Cite as personal communication or find a substitute

Note. Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document,* date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).