**HOW TO DEAL WITH MISSING INFORMATION** (Updated 8 Dec. 2020)

You do not need to search for missing information, but there may be times when presenting it would be helpful to your readers.

Use brackets to indicate information that did not come from the source. If the publisher is not listed, but you find it elsewhere and wish to include it, do this:

**Author. *Book*. [Berkley Press], 2007.**

If you find the year of publication for a book from a source other than the book, do this:

**Author. *Book*. Warner Books, [2003].**

If the date is approximate, make note of that with the abbreviation for the word *circa*: [c. 2012].

If you make a reasonable guess as to the date, add a question mark: [2012?].

**Author. *Book*. Little, Brown and Company, [c. 1940].**

**Author. *Book*. Knopf Doubleday, [1959?].**

**EXAMPLES**

Let’s consider that the city where this book is published is pertinent but also not listed, so the essayist found the information in another source. The year is also not listed and the research seems to suggest that the work was published in 1971, but the essayist is not certain.

**Bauer, Johann. *Kafka und Prag*. [Stuttgart], Belser, [1971?].**

Let’s consider that the city where piece was published is pertinent but also not listed, so the essayist found the information in another source. The publisher is also not listed, but the essayist discovered the information elsewhere.

**Malachi, Zvi, ed. *Proceedings of the international Conference on Literary and Linguistic***

***Computing*. [Tel Aviv], [Fac. of Humanities, Tel Aviv U], 14 Nov. 2011.**

Let’s consider that this item has no author or editor, no city, publisher or date. The essayist learned that this work was created in England but did not get that information from the work itself.

***Photographic View Album of Cambridge.* [Eng.].**