Behavioral and Social Sciences Intervention Thesis for the Master’s of Science (ScM) Degree

Guidelines for Development and Submission
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INTRODUCTION

The thesis represents the culmination of a graduate student’s educational training in the Master’s of Science (ScM) program in Behavioral and Social Sciences Intervention at Brown University. This document provides guidance for the planning, proposal, conduct, and submission of the thesis. Sample timelines are included in this document to help structure students’ progress toward the submission of the thesis to the graduate school.

All thesis activities must be conducted under the supervision of a thesis advisor. The thesis advisor might not be the same person as the academic advisor; most students will have different faculty members in these roles. The thesis advisor should optimally be identified by the student by the end of the first semester (this is mandatory for students aiming to graduate within 1 academic year) or, at the latest, by the second semester (for all other students). Students must formally propose their thesis in a meeting with the thesis advisor and thesis reader who, along with the Graduate Program Director, must approve the thesis proposal. The written proposal should include the thesis aims, brief background and justification of the thesis topic, methodology, data analysis plan (if appropriate), and timeline. Approximately mid-way through the thesis timeline, students must submit a progress report to the thesis advisor, reader, and Graduate Program Director. The graduate student will submit a first full draft to the thesis advisor and reader, who will provide detailed comments. Multiple revisions may be necessary before the thesis advisor and reader approve and “sign-off” on the thesis. The final thesis must be prepared according to formal guidelines set by the Graduate School (see Appendices E, F, G, H).

Thesis topics are determined by the graduate student through consultation with the thesis advisor. The thesis advisor will help the graduate student develop a thesis proposal that is feasible, manageable, and relevant to the graduate program. Students are encouraged to select a thesis topic that corresponds with faculty expertise (see Appendix D). These topics include, but are not limited to:

- Alcohol Use and Alcoholism
- Community-collaborative Health Promotion Programs
- Drug Use
- HIV/AIDS Prevention
- Maternal and Child Health
- Nutrition
- Sexuality and Sexual Health
- Tobacco Use and Smoking Behavior
- Cancer-related Behaviors
- Cultural Competency of Public Health Programs
- Exercise and Physical Activity
- International Health
- Mental Health
- Obesity
- Substance Abuse
- Women’s Health
SELECTING A THESIS ADVISOR AND READER

Thesis activities will be conducted under the supervision of a thesis advisor. The thesis advisor must have a faculty appointment in the Department of Behavioral and Social Sciences (BSS). Choosing a thesis advisor is very important. The thesis advisor will be the primary source of faculty guidance on theoretical, methodological, and content expertise related to the thesis. The thesis advisor may also facilitate identification of appropriate literature, data, and other resources for completing the thesis.

Thesis activities must also involve a thesis reader. The thesis reader is expected to have less involvement than the thesis advisor, but must approve the thesis proposal and the final thesis document. It is expected that the thesis reader will review the progress report and comment on at least one thesis draft before making a final determination of the thesis product.

In most circumstances, BSS faculty (including secondary appointments) are to serve as primary thesis advisors. In rare circumstances it may be permissible for non-BSS faculty to serve as primary thesis advisors—students should consult with their academic advisor and, if warranted, complete a Curriculum Appeal Form. Students must consider BSS faculty first before appealing for a non-BSS faculty member to be the primary thesis advisor. If the primary thesis advisor is non-BSS faculty, then the Reader must be BSS faculty.

We recommend that students establish clear understandings with the thesis advisor and thesis reader about forms and frequency of communication, and about their respective levels of involvement.

It is the responsibility of the thesis advisor and thesis reader to determine when the thesis project has been satisfactorily completed.

The student is encouraged to communicate with the Graduate Program Director about any challenges or conflicts with the thesis advisor and/or reader.

ENROLLING IN THESIS COURSE CREDIT

All graduate students have the option of enrolling in course PHP 2980: Graduate Independent Study/Thesis Research to satisfy 1 of the 3 elective requirements. This is not mandatory; students might decide to take 3 “standard” elective courses. If students opt to take PHP 2980 as an elective, they should select their thesis advisor as the course instructor for PHP 2980.
**PROPOSING THE THESIS**

The thesis proposal should clearly state the thesis aims, provide a brief background and justification of the thesis topic, describe the methodology and data analysis (if appropriate), and include a timeline. The thesis proposal must be submitted to the thesis advisor and reader. The graduate student will hold an in-person meeting with the thesis advisor and reader to discuss the topic, methodology, analysis, and timeline. During the meeting, the graduate student should be prepared to address any questions from either the thesis advisor or reader. The student might be asked to make revisions to the thesis proposal before receiving signed approval from the thesis advisor and reader.

Students must submit the approved proposal and signed proposal form (*Appendix A*) to the Graduate Program Director for approval. Students will receive an email from the BSSI Coordinator confirming approval of the thesis project.

**The thesis proposal must be discussed at an in-person meeting and approved by the thesis advisor and reader, as well as by the Graduate Program Director.**

**THESIS DEVELOPMENT**

*The BSSI Thesis should be a substantive and original project in public health. Students are encouraged to view the thesis as an opportunity to apply the skills and knowledge they have gained in their behavioral and social science training to real world public health issues.*

The selection of a thesis topic should be informed by the student’s individual interests and educational goals, as well as by expertise among faculty in the department. It is therefore critical to seek advice from faculty early in the BSSI career. The development of the thesis should reflect the guidance of the student’s thesis advisor. There are many opportunities to translate individual interests and educational goals into an acceptable thesis project. Although many types of public health projects may serve as a BSSI thesis, selection of a thesis topic should be guided by the following considerations:

1. The thesis may be one of the following types:
   A. Descriptive Research
      - For example: Examining the population prevalence and distribution of a public health problem (e.g., childhood obesity)
   B. Investigative Research
      - For example: Testing the hypothesized relationship between a risk factor (i.e. environmental, social, psychological problem) and a health-related outcome
   C. Program Evaluation
For example: Assessing the efficacy of a community intervention intended to prevent or ameliorate a poor health outcome

D. Research Synthesis
   For example: Conducting a systematic review and meta-analysis of the empirical literature on a specific public health outcome

E. Substantive Public Health Projects, Initiatives, and other work that reflects the student’s educational goals
   For example: Developing a public health communication strategy

2. The thesis must have an analytic component, which may be qualitative and/or quantitative.

3. The thesis must have utility, in the spirit of public health, with some application for public health action. It must be useful for an organization, institution, or government, for developing public policy, for furthering public health research, or for public health application.

All thesis project proposals MUST be approved by the thesis advisor, the thesis reader, and the Graduate Program Director as early as possible, before substantive work on the thesis has been undertaken.

SCOPE OF THESIS
The thesis must be a substantive and original undertaking worthy of a Master’s degree. The flexibility in the design of the thesis affords students an opportunity to impact public health, while allowing the form to follow the function. Although there are no specified page limitations, students must work with their thesis advisor to determine the appropriate length and scope of the project.

In most cases, students in the BSSI Program will follow the following thesis format:

1. A 10-20 page literature review documenting the relevant research studies related to the thesis project.
2. A clear statement of research methodology.
3. A precise and accurate description of results, including appropriate Tables and Figures.
4. A discussion section that considers how study results correspond with prior research, implications of study findings for policy or practice, study limitations, and future directions for research.
5. Appendices, which may include supporting materials, such as a survey instrument. If completed by the student, the Institutional Review Board (IRB) proposal for the
research project and all supporting materials, as well as documented IRB approval to complete the study should be included in the appendix.

Theses may take different formats from the format described above. Students should work closely with their advisor to determine the most appropriate format. Each student’s career and educational objectives, as well as their prior research experience will determine the scope of the thesis. There are many varieties and combinations of thesis projects that students should consider with their thesis advisor. Students should not be limited by the examples in this document. As a result, it is critical to seek advice from faculty and advisors early in the BSSI career. The development of the thesis should reflect the guidance of the student’s advisors. All thesis projects MUST be approved by the thesis advisor, the thesis reader, and the Graduate Program Director.

USE OF DATA

Graduate students planning to analyze data may use existing datasets or develop their own, although the latter, by necessity, usually involves small samples and demands considerable effort. Students should consult with their thesis advisor to choose the most appropriate dataset and sample size to conduct their investigation.

Assistance with data analysis is available to students through the BSSI Program. In general, the thesis advisor will be the most important resource for assistance with data analysis. Students may also make an appointment with Annie Gjelsvik, PhD, Assistant Professor of Epidemiology, to ask questions or seek guidance regarding data analysis. Multiple other resources for data analysis are available throughout the Public Health Program. Students are expected to actively seek resources to develop their skills in data management and analysis.

Students may choose to use national datasets, such as the Behavioral Risk Factor Surveillance System (BRFSS) or any one of the many datasets available from the National Center for Health Statistics (NCHS). The Department of Health and other state agencies have public use datasets, and other sources of data are available from federal public health agencies. Please see Appendix C for Data Resources.

In addition, Brown University faculty conducting research in the Centers, Programs, and Institutes of the School of Public Health, have a large array of research projects through which they collect primary data. Students may consider the following research centers in seeking access to data for their theses:

- Brown University AIDS Program and Center for AIDS Research
- Center for Alcohol and Addiction Studies
- Centers for Behavioral and Preventive Medicine
- Center for Gerontology and Health Care Research
Students conducting secondary analysis of existing data must obtain appropriate agreements and assurances with Primary Investigator(s) and/or data sources regarding use of the data. Students must acknowledge the Primary Investigator(s) and/or data and funding sources in the thesis.

Some students might be interested in submitting findings from their thesis for publication in a peer-review journal. Students are encouraged to establish verbal and written agreements with their advisors and with the Primary Investigator(s) of the study where the data came from (if they are not the same) about permission to publish and authorship arrangements. To minimize any conflicts, such arrangements should be established early in the thesis process and should be revisited prior to manuscript submission. Conflicts may be discussed with the Graduate Program Director or Department Chair.

**MILESTONES FOR THE THESIS PROJECT**

The thesis constitutes significant effort, often requiring several semesters to complete. Students should consult with their thesis advisor to create an appropriate timeline for the thesis project. Students are advised to communicate with their thesis advisor and reader on a regular basis. It is important to plan a meeting schedule with the thesis advisor throughout the development of the thesis. Please review the *Sample Timelines* on pages 10 and 11.

There are 6 core milestones that guide the thesis process:

1. Thesis proposal and meeting (approved by thesis advisor and reader, and submitted to the Graduate Program Director)
   - Graduate student, thesis advisor, and thesis reader will meet to discuss the written proposal, methodology, data source and analysis plan, and timeline. Discussion should also include plans for ongoing communication, as well consideration of resources needed to complete thesis (e.g., access to data, statistical software). The approved thesis proposal and signed proposal form must be submitted to the Graduate Program Director. See *Appendix A* for proposal form.

2. Thesis progress report (approved by thesis advisor, and submitted to Graduate Program Director)
   - Graduate students will submit to the thesis advisor and reader a progress report describing status of literature review and data analysis, and any revisions to the timeline. The thesis
advisor must approve the progress report. Signed progress report form must be submitted to Graduate Program Director. See Appendix B for progress report form.

3. First full draft (submitted to thesis advisor and reader)
   - Graduate students will submit a first full, complete draft of the thesis document to the thesis advisor and reader. The thesis advisor and reader will provide a detailed review and comments on the thesis document within approximately two weeks.

4. Revised full draft, responding to previous revisions
   - Graduate students will submit the revised thesis document to the thesis advisor and reader. The revised document should respond to each comment provided earlier. Additional rounds of review and revised resubmission should be expected.

5. Advisor decides whether or not to approve the thesis
   - Thesis advisor will make the final determination whether to approve the thesis document. In some instances, the thesis advisor might decide that the thesis is not ready for submission to the Graduate School; this decision will likely postpone the thesis deadline and may require that the graduate student continue thesis activity into the summer or into following semester.

6. Submit all signed documents to the Graduate School, formatted in accordance with Graduate School guidelines
   - If the advisor approves the thesis, the graduate student must obtain all required signatures and format the thesis appropriately. See Appendices E, F, G, and H.

**IMPORTANT THESIS ISSUES**

- Students should expect at least one round of review and revised resubmission before receiving approval from the thesis advisor and reader. Typically, more than one round of review and revised resubmission will be needed.

- Students whose thesis project involves collection of data will require review and approval by the Brown Institutional Review Board (IRB). This process typically involves several additional months of preparation before data collection can begin.

- Students who intend to participate in Graduate Commencement activities (typically held the final week of May) must submit all approved thesis materials to the Graduate School by May 1. Students are advised to allow sufficient time to make corrections and prepare the thesis for submission to the Graduate School (See Appendix E for the Graduate School Master’s Thesis Guidelines). Students must communicate with their thesis advisor and reader to be sure that
they have sufficient time to read the thesis, return comments (perhaps multiple times), and sign it prior to the May 1 deadline.

- There are financial implications for not completing the thesis according to schedule (for Academic Year 2013-14: May 1 for students intending to participate in Commencement; August 29 for students intending to finish before the start of Fall semester; January 17 for students intending to finish before the start of Spring semester). Students who have completed their course requirements, but whose thesis activities continue into a new semester will be assessed tuition and fees and will have to pay for maintaining an active affiliation with the University, even though they have completed all required coursework. The minimum tuition obligation of the student will be the equivalent of one-fourth the cost of one tuition unit per semester (e.g., for Academic Year 2013-2014, the cost of one tuition unit is $5,476 per semester, so the tuition charge would be $1,369 for a semester). The program will provide a tuition scholarship for the balance of the tuition assessed. Please note that the tuition charge is established by the Corporation of the University each academic year and it is not likely to go down.

- Students who have met all requirements except completion of the thesis, are US citizens, and do not have any need for continued access to Brown resources (e.g., computing, Brown ID card, email, statistical software) can request that the Graduate School change their status to “terminated pending requirements” (TP). When on TP status, students do not pay tuition and fees each semester.

- Brown University confers diplomas only one time per year—typically the final week of May. Students who are completing their thesis “off cycle” may receive a certificate stating that they have completed all requirements for the Master’s degree; however they will not be conferred the official graduate diploma until the following May.

- Students must make an appointment to submit their thesis to the Graduate School, please contact Barbara Bennett in the Graduate School at (401)863-2843. Students are advised to contact Barbara Bennett as early as January to schedule an appointment.
## SAMPLE TIMELINES

### Sample Timeline 1
For students aiming to complete coursework and thesis in 9 months (two semesters)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Meetings with Faculty</th>
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<tr>
<td></td>
<td>Read and Review the Research Literature</td>
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<td></td>
<td>Identify a Thesis Advisor and Thesis Reader</td>
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<table>
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<tr>
<th>Second Semester</th>
<th>January 23 – Submit Thesis Proposal and Hold Meeting</th>
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<tbody>
<tr>
<td></td>
<td>February 22 – Progress Report</td>
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<tr>
<td></td>
<td>March 22 – Submit First Full Thesis to Advisor and Reader</td>
</tr>
<tr>
<td></td>
<td>April 8 – Receive First Full Review by Advisor and Reader</td>
</tr>
<tr>
<td></td>
<td>April 22 – Submit Revised Full Thesis for Review to Advisor and Reader</td>
</tr>
<tr>
<td></td>
<td>April 28 – Final Decision by Advisor to Approve Thesis**</td>
</tr>
<tr>
<td></td>
<td>May 1 - Submit Final Thesis to Graduate School</td>
</tr>
<tr>
<td></td>
<td>(NOTE: Students must make an appointment to submit the thesis; to do so, please contact Barbara Bennett in the Graduate School at 401-863-2843)</td>
</tr>
</tbody>
</table>

** Advisor is not obligated to approve the revised thesis. If the thesis is not approved, the graduate student will not be able to participate in Graduate Commencement activities, and must work over the summer to revise and obtain thesis approval.
Other Sample Timelines for Final Submission to the Graduate School**

**Summer:** For students who intend to finish before the start of fall semester (deadline August 29 based on the Academic Year 2013-14; consult academic calendar for future years)

**Fall:** For students who intend to finish before the start of spring semester (deadline January 17 based on the Academic Year 2013-14; consult academic calendar for future years)

**Spring:** For students who intend to finish before the start of summer semester (deadline May 1 based on the Academic Year 2013-14; consult academic calendar for future years)

**These timetables apply to students who are NOT completing their thesis in the first spring semester following matriculation. Relative to the 9-month timeline, these timelines allow for one additional revise/resubmission of the thesis document to the advisor/reader.

<table>
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<tr>
<th>MILESTONE ACTIVITY</th>
<th>SEMESTER OF COMPLETION</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Submit Thesis Proposal and Hold Meeting</td>
<td>April 1</td>
</tr>
<tr>
<td>Progress Report</td>
<td>May 15</td>
</tr>
<tr>
<td>Submit First Full Thesis to Advisor and Reader</td>
<td>July 1</td>
</tr>
<tr>
<td>Receive First Full Review by Advisor and Reader</td>
<td>July 15</td>
</tr>
<tr>
<td>Submit First Revision of Full Thesis for Review to Advisor and Reader</td>
<td>August 1</td>
</tr>
<tr>
<td>Receive Second Full Review</td>
<td>August 15</td>
</tr>
<tr>
<td>Submit Second Revision of Full Thesis</td>
<td>August 22</td>
</tr>
<tr>
<td>Final Decision by Advisor to Approve Thesis*</td>
<td>August 28</td>
</tr>
<tr>
<td>Submit Final Thesis to Graduate School**</td>
<td>August 29</td>
</tr>
</tbody>
</table>

*Advisor is not obligated to approve the revised thesis. If the thesis is not approved, the graduate student will not be able to participate in Graduate Commencement activities, and must continue to revise the thesis to obtain approval.

**Graduate students should contact the Graduate School to confirm submission deadlines.
The BSSI thesis is the work of a future public health professional; therefore it should be professional in all aspects. The thesis should be written for a public health audience that includes one or more of the following: researchers, policymakers, program directors, health care and other service providers, epidemiologists, intervention developers, and/or program evaluators. It should be methodologically rigorous but addressed to a broad public health audience.

There are no page length requirements for the BSSI thesis. The document should be well organized and the sections should be clearly labeled and flow logically. The type of thesis should result from a discussion between the student and his/her advisors. Any deviation from the following format should be clearly approved by the thesis advisor and the Graduate Program Director. Unless otherwise specified, the BSSI thesis should be a complete document consisting of the following sections:

- **Abstract** The Abstract should summarize the project and major findings in a concise paragraph.
- **Background** The Background should cover the major relevant literature (or all of the literature if there are few relevant publications) in a clear, concise manner. The Background should include a **Statement of purpose**, which is a clear and concise statement of the primary objective(s) of the work.
- **Methods** The Methods section should explain, in a clear and organized fashion, how the project was conducted. The population under study should be clearly delineated, including the sampling frame, if appropriate, and sample sizes. The statistical methods and software used for analysis should be stated.
- **Results** The Results section should contain tables, charts and figures, as appropriate, to display study results. The major findings should be reported in the text, referring the reader to the appropriate tables, charts, and figures. Results should be reported clearly and logically, without discussion. If not an empirical work, the Results should present the qualitative or literature-based information on which the paper’s argument is based.
- **Discussion** including limitations. The Discussion section should be a well-organized discussion of the major findings and should include comparison with previous studies and possible explanations of findings. The major limitations of the study and their possible effects on the study results should be presented. The Discussion should include **Conclusions/Recommendations** which state the implications of the major findings and may include public health policy or suggestions as to how the findings inform a relevant public health policy issue.
- **References**
- **Appendices** including study tools.
Students are advised to study the style of research articles from major peer-review journals cited by BSSI faculty. We strongly emphasize writing the thesis according to APA style. Please consult the most recent Publication Manual of the American Psychological Association or use the website http://owl.english.purdue.edu/owl/resource/560/01/.

**SUBMISSION TO THE GRADUATE SCHOOL**

Students are required to submit unbound copies of the thesis to the Graduate School and the Graduate Program Director. Students are also required to submit an electronic copy of their thesis to the Graduate Program Director.

Students should follow the preparation, formatting, and submission guidelines of Master’s Theses from the Graduate School. These guidelines can be found in Appendix E, as well as on the web at http://www.brown.edu/academics/gradschool/masters-thesis-guidelines.

The Graduate School guidelines take priority over APA-style guidelines.

*See next page for BSSI Thesis Submission Checklist.*

For More Information regarding the submission of your thesis, please contact Barbara Bennett in the Graduate School at (401)863-2843 or the BSSI Graduate Program Director at (401)863-6657.

***PLEASE NOTE:*** Prior to submitting the thesis at the Graduate School, students must obtain a Bursar Clearance (available at the Bursar’s Office) to indicate that all bills to Brown University have been paid. Student must bring a Bursar Clearance to their appointment in order to submit their thesis to the Graduate School.
BSSI THESIS SUBMISSION CHECKLIST

When the thesis is presented to the Graduate School, it must be in final form. It may not be revised in any way after it is presented. The following checklist provides some helpful reminders, but please review the Graduate School Master’s Thesis Guidelines closely before submitting the thesis (Appendix E).

- **The Original** unbound, in a box or manila envelope, submit to the Graduate School

- **The Copy** need not be on paper of the same quality as that of the original
  - Be sure to submit an unbound copy to the Graduate School and the BSSI Graduate Program Director.
  - Remember to also submit an electronic copy to the BSSI Graduate Program Director.

- **Title Page** (See Sample Thesis Title Page, Appendix F)

- **The Signature Page** (See Sample Thesis Signature Page, Appendix G)
  - **Must include at least two signature pages** on archival quality paper with the original signature of the BSSI Graduate Program Director. If you want the original signature of the Dean of the Graduate School for your personal thesis copy, bring three original signature pages to the Graduate School.

- **The Text** must be in black ink, with a resolution of at least 300 dots per inch (laser printer)

- **Paper** should be permalife paper, plain white bond, acid-free, 8.5 X 11 inches

- **Type and Spacing** 10-,11-, or 12- point font, double-spaced (except footnotes)

- **Margins** the left margin should be 1.5 inches wide, all other margins should be 1 inch

- **Page Numbers** top or bottom – be consistent. The thesis proper (introduction through bibliography) is numbered using Arabic numerals starting with 1

- **Preliminary Pages** should appear in the following order:
  - Title page (do not number), Signature page ii, Vita iii, Preface and acknowledgments iv, Table of contents v, List of tables vi, List of illustrations vii

- **Graphs, Drawings, and Photographs** must preserve the specified margins

- **Dating the Thesis** since degrees are only conferred at the end of the academic year, theses should be dated May, i.e. May 2013

- **Authorization to Lend and Reproduce the Thesis** (See Sample Form, Appendix H)
  - Should be unnumbered and inserted in the beginning of the thesis

- **Bursar Clearance Form** (to indicate all bills to Brown University have been paid)

Please direct questions regarding the submission of your thesis to Barbara Bennett in the Graduate School, at (401) 863-2843.
STUDENT RESOURCES

Where to Go For Help
The thesis advisor and reader should serve as the primary source of assistance and guidance throughout the development of the thesis. Since the thesis process requires a variety of skills, including writing, communication, and data analysis, students may find the following resources helpful. Special thanks to Deborah Pearlman, PhD for her contribution to this section.

Envisioning the Thesis

Institutional Review Board (IRB) Procedures
Research Protections Office (RPO)
[www.brown.edu/research/office-vice-president-research/offices/research-protections-office/research-protections-office](http://www.brown.edu/research/office-vice-president-research/offices/research-protections-office/research-protections-office)

The RPO provides weekly office hours, during which researchers may stop in to receive clarification of IRB policies and guidance in preparing human research protocols for presentation to the IRB.

What: Institutional Review Board OPEN HOURS
When: Tuesdays 12 – 1 pm
Fridays 2 – 3 pm
Where: Research Protections Office, 2 Stimson Ave, 3rd floor
Who: Anyone (students, faculty, staff) needing assistance with human research related issues or any IRB-related policy or procedure.

For more information please call the IRB Coordinator at 401-863-3050.
RPO also conducts departmental workshops, which are carefully tailored to the specific research needs of the department. Faculty, students, and staff can request one-on-one meetings to discuss human research projects, or an RPO representative can provide small group seminars regarding human research protections and IRB processes. These seminars are also customized to the research needs of the group or department. A coordinated, responsive, and in-depth education and outreach program encompassing all elements of the inclusion of people as research participants is essential to a strong human research protections program.

**Research and Data Analysis**

Assistance with data analysis is available to students through the BSSI Program. Students may make an appointment with Annie Gjelsvik, PhD, Assistant Professor of Epidemiology, to ask questions or seek guidance regarding data analysis.


**Writing**

Assistance with writing is available to students through the Brown University Writing Center. Writing Center Associates are prepared to discuss all stages of the writing process, from finding a topic through revision and editing strategies. Associates can help writers deal with writer’s block,
audience awareness, argumentation, organization, grammar, research skills, the conventions of academic writing, English as a Foreign Language, and issues of clarity and style.

www.brown.edu/Student_Services/Writing_Center/


**Style Manuals**
- Style sheets for citing Internet resources: MLA, APA, AMA (UC Berkeley, Library) Gives basic guidelines for formatting citations from a variety of electronic resources. www.lib.berkeley.edu/Help/guides.html.

**PUBLISHING**
APPENDICES

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APPENDIX A: PROPOSAL FOR THE BSSI THESIS

Students must submit this proposal form to their thesis advisor and reader, accompanied by a description of the thesis aims, background justification, methodology, data source and analysis (if appropriate), and timeline. In an in-person meeting, students must be able to clearly define and justify their thesis project to the thesis advisor and reader.

Students should then submit the completed proposal form, including appropriate signatures, to the BSSI Graduate Program Director for final approval. Students will receive an email from the BSS Coordinator confirming approval of the thesis project.

The Thesis Proposal must be approved by the thesis advisor and reader, as well as by the BSSI Graduate Program Director.

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<td>Thesis Title</td>
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<td>Student Signature</td>
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Please develop a thesis timeline that includes deadlines for the following, as appropriate:

- [ ] _____ Complete background literature review
- [ ] _____ Submit IRB for review (if applicable)
- [ ] _____ Identify data source (if applicable)
- [ ] _____ Begin data collection (if applicable)
- [ ] _____ Begin data analysis (if applicable)
- [ ] _____ Submit progress report to thesis advisor, reader, and Graduate Program Director
- [ ] _____ Submit first full draft to thesis advisor and reader
- [ ] _____ Submit revised draft to thesis advisor and reader
- [ ] _____ Submit final approved thesis to Graduate School
### Thesis Advisor

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☐ I have read and approve this thesis proposal and I agree to serve as the thesis advisor for this project.

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### Thesis Reader

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☐ I have read and approve this thesis proposal and I agree to serve as the thesis advisor for this project.

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### BSSI Graduate Program Director

This Master of Behavioral and Social Sciences Intervention Thesis Proposal has been approved.

<table>
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APPENDIX B: PROGRESS REPORT FOR THE BSSI THESIS

Students must submit a progress report completed by their thesis advisor at the midpoint between submitting the thesis proposal and submitting the final thesis. The advisor should indicate whether or not the student has made adequate progress toward completion of the thesis and if they will be able to complete the thesis in a timely manner prior to graduation. Students should ask their thesis advisor to complete this progress report form and submit it to BSSI Graduate Program Director for approval.

The Progress Report must be completed by the thesis advisor and submitted to the Graduate Program Director.

Student: Please attach a 1-3 page description of the work you have completed on your thesis project and the steps you will take to finish the thesis. Provide this information to your thesis advisor when you ask him/her to fill out this form.

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<td>Thesis Title</td>
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<td>Signature</td>
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<td>Date</td>
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**Thesis Advisor**

*Please check all that apply*

- [ ] This student is on track to complete the thesis by _________ (proposed completion date)
- [ ] This student is NOT on track to complete the thesis by _________ (proposed completion date)
- [ ] I will work with this student to correct the problem
- [ ] This student cannot complete the thesis by _________ (proposed completion date)

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**BSSI Graduate Program Director**

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APPENDIX C: DATA RESOURCES

The following list includes both local and national data resources. It is organized by agency and it lists data and additional data resources as well as their corresponding websites. Some of the data listed is free, while other data may be accessed for a fee. It is important to note that this list is not exhaustive.

LOCAL

The Rhode Island Department of Health
Health Data Inventory

http://www.health.ri.gov/

The Health Data Inventory is a Compendium of Databases maintained by the Rhode Island Department of Health, including:
- Adolescent Substance Abuse Survey
- Birth Records
- Cancer Registry
- Census of Fatal Occupational Injuries
- Death Records
- Early Intervention Program
- Emergency Medical Services Ambulance Run Reports
- Fetal Death Records
- Health Center and Provider Office Immunization Assessments
- Health Facility File
- Health Interview Survey
- HIV/AIDS Reporting System
- Home Visiting Data
- Hospital Discharge Data
- Hospital Financial Operations Dataset
- Infant Mortality Data and Linked Birth-Infant Death Records
- Lead Screening Data
- License 2000
- Maternal and Child Health Data
- Minimum Data Set for Nursing Home Care
- National Notifiable Disease Surveillance System (NNDSS)
- National Electronic Telecommunications System for Surveillance (NETSS)
- School Immunization Survey
- Sexually Transmitted Diseases Surveillance
- Traumatic Brain Injury Surveillance
- Tuberculosis Surveillance
- Universal Newborn Development Screening
- Women, Infant and Children Food Supplement Program (WIC)
- Youth Tobacco Survey

Center for Health Data and Analysis

http://www.health.ri.gov/programs/healthdataandanalysis/

RI Health Web Query System

http://www.health.ri.gov/data/webquery.php

RI Behavior Risk Factor Surveillance System (BRFSS)
RI Youth Risk Behavior Survey (YRBS)

Rhode Island Kids Count

http://www.rikidscount.org/matriarch/default.asp

Providence Plan

http://www.provplan.org
NATIONAL

Agency for Healthcare Research and Quality (AHRQ)  http://www.ahrq.gov
Healthcare Cost and Utilization Project (HCUP) http://www.ahrq.gov/data/hcup/
HIV Cost and Services Utilization Study (HCSUS) http://www.rand.org/health/projects/hcsus.html
Medical Expenditure Panel Survey (MEPS) http://www.meps.ahrq.gov/mepsweb/
The Centers for Disease Control and Prevention (CDC) http://www.cdc.gov/
Detailed Description of Survey and Data Collection Systems http://www.cdc.gov/nchs/surveys.htm
Asthma Data on Demand http://www.cdc.gov/asthma/asthmadata.htm
Women's Health www.cdc.gov/women/
Hispanic Health and Nutrition Examination Survey (HHANES) http://www.cdc.gov/nchs/nhanes/hhanes.htm
Longitudinal Studies of Aging (LSOA) http://www.cdc.gov/nchs/lsoa.htm
National Asthma Survey (NAS) http://www.cdc.gov/nchs/slaits/nas.htm
National Center for Injury Prevention and Control http://www.cdc.gov/ncipc/
National Hospital Care Survey includes the following components: http://www.cdc.gov/nchs/nhcs.htm
National Ambulatory Medical Care Survey (NAMCS) http://www.cdc.gov/nchs/nhcs.htm
Nat'l Hospital Ambulatory Med. Care Survey (NHAMCS) http://www.cdc.gov/nchs/nhcs.htm
National Survey of Ambulatory Surgery (NSAS) http://www.cdc.gov/nchs/nsas.htm
National Hospital Discharge Survey (NHDS) http://www.cdc.gov/nchs/nhds.htm
National Nursing Home Survey (NNHS) http://www.cdc.gov/nchs/nnhs.htm
National Home and Hospice Care Survey (NHHCSS) http://www.cdc.gov/nchs/nhhcs.htm
National Employer Health Insurance Survey (NEHIS) http://www.cdc.gov/nchs/data/misc/employ2.pdf
National Health Interview Survey (NHIS) http://www.cdc.gov/nchs/nhis.htm
National Health and Nutrition Examination Survey (NHANES) http://www.cdc.gov/nchs/about/major/nhanes/datalink.htm
National Immunization Survey (NIS) http://www.cdc.gov/nis/
National Maternal and Infant Health Survey (NMHIS) http://www.cdc.gov/nchs/about/major/nmhis/abnmhis.htm
National Survey of Family Growth (NSFG) http://www.cdc.gov/nchs/about/major/slaits/nsch.htm
Pediatric and Pregnancy Nutrition Surveillance System (PedNSS) http://www.cdc.gov/pednss/
Smart BRFSS Data: Select Metropolitan/Micropolitan Area Risk http://www.cdc.gov/brfss/smart/technical_infodata.htm
Trends (SMART) http://www.cdc.gov/nchs/slaits.htm
State and Local Area Integrated Telephone Survey (SLAITS) http://www.cdc.gov/nchs/slaits.htm
Youth Risk Behavior Surveillance System (YRBSS) http://www.cdc.gov/HealthyYouth/yrbs/data/index.htm

Dartmouth Medical School http://www.dartmouth.edu/
Duke University http://www.dartmouth.edu/
Health Resources and Services Administration http://www.health.gov/ARF
Area Resource File (ARF) http://www.arfsys.com/
APPENDIX D: BSS FACULTY RESEARCH INTERESTS

Nancy Barnett, Ph.D.: Brief alcohol interventions for adolescents/young adults; naturalistic change in problematic alcohol use; alcohol biosensor technology research

Brian Borsari, Ph.D.: Development and implementation of motivational interventions; interventions for veterans with PTSD and substance use

Joseph Ciccolo, Ph.D.: Exercise physiology, exercise psychology, physical activity promotion and adherence; examining how physiological and psychological responses/adaptation to exercise interact with substance use, abuse, and dependence

Akilah Dulin-Keita, Ph.D.: Pediatric obesity; racial/ethnic and socioeconomic health disparities; community and health; population demography, psychosocial stressors, cardiometabolic risk factors, and biomarkers of stress; health behaviors; longitudinal data analysis; qualitative methods

Kim Gans, Ph.D.: Nutrition/weight control; low literate/low income/ethnic minority populations; innovative technology for health promotion; physician education; improving food environments; translational/dissemination research

Chad Gwaltney, Ph.D.: Adolescent smoking and cessation; ecological momentary assessment (EMA) technology

Abigail Harrison, Ph.D.: Behavioral intervention research, ethnographic research, fertility, gender, global reproductive health, HIV/AIDS, non-marital unions, qualitative and quantitative methods, sexuality, transition to adulthood

Lynn Hernandez, Ph.D.: Culturally appropriate intervention development, ethnocultural moderators of treatment outcomes; adolescents’ substance use and sexual risk trajectories

Kristina Jackson, Ph.D.: Developmental course, alcohol, initiation, progression, trajectories, adolescents, alcohol-tobacco comorbidity; longitudinal methodology and analysis, fine-grained data collection

Christopher Kahler, Ph.D.: Smoking cessation; brief alcohol interventions; co-use of alcohol and tobacco; personality, affect, and addictions; alcohol and HIV/AIDS

Molly Magill, Ph.D.: Addictions treatment, behavioral or psychosocial interventions, longitudinal data-analysis; mechanisms of behavior change; mediators/moderators of treatment outcomes; process research

Rosemarie Martin, Ph.D.: Contingency management; motivating behavior change; design and methodology in substance abuse research, treating substance abuse in HIV+ persons
Nadine Mastroleo, Ph.D.: College student alcohol use; peer counseling interventions aimed at high risk college student drinking populations; counselor training approaches in brief, empirically supported treatments

Jane Metrik, Ph.D.: Pharmacological and psychological bases of acute effects of marijuana on behavior and decision-making process; genetic factors and other individual differences characterizing users most vulnerable to development of cannabis use disorders; alcohol-marijuana interactions and cross-reactivity

Peter M. Monti, Ph.D.: Alcohol treatment; brief interventions; mechanisms of change; cue reactivity; pharmacotherapy; adolescent use and abuse; alcohol and HIV/AIDS

Don Operario, Ph.D.: HIV prevention in high-risk communities - domestic and international; behavioral/social determinants of health in race/ethnic, gender, and sexual minority populations

William Rakowski, Ph.D.: Utilization of cancer screening procedures; analysis of population data sets; planning of health promotion intervention programs; stages of change for behavioral adoption

Damaris Rohsenow, Ph.D.: Pharmacotherapy of comorbidity of substances of abuse; cue reactivity; interaction of alcohol and smoking; treatments for cocaine abuse

Rochelle Rosen, Ph.D.: Design of culturally relevant health behavior interventions using qualitative methodology; health research in the Pacific islands of American Samoa; vaginal microbicide acceptability

Cynthia Rosengard, Ph.D.: Adolescents’ sexual decision-making within different types of romantic/sexual relationships, unplanned pregnancy, HIV/STD prevention interventions, quantitative evaluation, qualitative data collection and analysis.

Nichea Spillane, Ph.D.: Health disparities related to substance use in American Indians and smoking cessation treatment; treatments for co-morbid PTSD and substance use disorders

Daniel Squires, Ph.D.: Dissemination/Implementation Research; evidence-guided practices; training; community-based treatment; organizational change; addiction and related disorders; New England Addiction Technology Transfer Center

Tara White, Ph.D.: neural basis of individual differences in emotion and drug effects using fMRI, monoamine challenge; validated laboratory assessments of temperament, affect and behavior

David M. Williams, Ph.D.: The interplay between affective (e.g., mood, emotion) and cognitive (e.g., expectancy, intention) factors in determining health-related behavior, and the application of this knowledge to the design of health behavior interventions, particularly for exercise promotion and smoking cessation
APPENDIX E: BROWN UNIVERSITY GRADUATE SCHOOL MASTER’ S THESIS GUIDELINES

Please check the Graduate School website for the most up to date information:
http://www.brown.edu/academics/gradschool/masters-thesis-guidelines

DEADLINES Check the Graduate School online calendar for submission deadlines.

PLEASE NOTE Students must make an appointment to submit their thesis to the Graduate School, please contact Barbara Bennett in the Graduate School at 863-2843. Since appointments are required, it is likely that students may be required to submit the thesis prior to May 1.

REGISTRATION Students must be actively enrolled at the time the thesis is submitted. If a student registers for Semester I and completes all of the requirements for the degree during that semester, a fee for Semester II will not be charged, even though the degree itself is formally conferred at the end of Semester II.

THE MANUSCRIPT

The Original and a Copy Every candidate for the ScM degree must present to the Graduate School, in separate boxes or manila envelopes suitable for temporary storage, an unbound original and one copy of the thesis. The “original” is the original of a computer-generated text on paper of archival quality. The “copy” need not be on paper of the same quality as that of the original; it may be a photocopy of the original computer-generated text.

The original will be placed for preservation in the University Archives in the John Hay Library; the copy will be catalogued and placed for use in University libraries. Be sure to also submit a hard copy as well as an electronic copy to the BSSI Graduate Program Director.

Title Page See Sample Thesis Title Page (Appendix F)

The last item before the date should read as follows:
Submitted in partial fulfillment of the requirements for the degree of Master of Arts or Master of Science in the Department of Behavioral and Social Sciences at Brown University.

The Signature Page See Sample Thesis Signature Page (Appendix G)

The manuscript must be accompanied by two signature pages, both of which should be on archival quality paper. Both signature pages should bear the original signature (not copies) of the Director (not the graduate representative or chairperson). Signatures should be in either black or blue ink. Please type the name of the director under the line which is to be signed. (Candidates who want an original
signature page signed by the Dean of the Graduate School for their own files must include a third signature page.)

**The Text** Every effort should be made to have the manuscript as perfect as possible in form and appearance. Pages containing handwritten corrections, typewritten strikeovers and unsightly erasures, misspellings, and the like will not be accepted. Typing or printing should be on one side of the page only.

Good references for editorial details are the *MLA Handbook for Writers of Research Papers, Theses, and Dissertations* (Modern Language Association), Kate Turabian’s *A Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press), and *The Chicago Manual of Style* (University of Chicago Press). The department should also be consulted regarding its policies or preferences in matters of format and style.

If publication of the thesis is anticipated, the medium of publication likely to be used should be considered when preparing the manuscript. If it is known in advance that the thesis will be published by a particular publisher or journal, the editorial practices of that publisher or journal should be followed. The form of footnotes and bibliography, in particular, may vary with different publishers and journals.

Computer-generated theses must conform to the standards of presentation set forth in these instructions. **Black ink should be used on the printer that produces the final copy. If using a laser printer, it should have a resolution of at least 300 dots per inch.**

If the thesis has already been published, two printed copies may be presented instead of the original and copy. These printed copies must have pages inserted so as to conform with the requirements for the original and copy, i.e., a title page and a page signed by the director. See sample title and signature pages. If the thesis has been published under sponsorship of some member of the department or other scholar, the printed copies must also be accompanied by a statement precisely indicating the contribution made by the candidate.

**Paper** The original manuscript should be printed on permalife paper, or on paper of equivalent archival quality (plain white bond, acid-free, 8.5 x 11 inches). “Corrosible” paper is unacceptable. The copy should be on white paper of good quality. Twenty-pound paper, used for photocopy machines, is a good minimum standard.

**Type and Spacing** Standard typefaces set to print at 10-, 11-, or 12-point font are acceptable. Typing or printing should be double-spaced, except for footnotes (single-space footnotes, with double spacing to separate one note from the next). Black ink should be used to ensure typing or printing of uniform blackness and legibility. If using a laser printer, it should have a resolution of at least 300 dots per inch. Non-printable characters or symbols should be inserted in black indelible ink.
Margins  The following margins should be observed: the margin on the left (the binding side) should be 1.5 inches wide. The top, bottom, and right-hand margins should be 1 inch wide.

Any manuscript with margins which do not meet these guidelines will be returned to the candidate for correction.

Page Numbers  Be consistent. Either put all page numbers (both Roman and Arabic) at the top of the page, or put all page numbers (both Roman and Arabic) at the bottom of the page. Page numbers may be placed closer to the edge of the paper than the text itself.

Most theses consist of preliminary pages which are numbered using Roman numerals, and the thesis proper which is numbered using Arabic numerals.

The preliminary pages must appear in the following order:

Title page (do not number), Signature page (ii), Vita* (iii), Preface and acknowledgments (iv), Table of contents (v), List of tables (vi), List of illustrations (vii).

Should any element of the preliminary pages be longer than one page, number the pages consecutively. The preliminary pages should appear in this order but not necessarily with the page numbers shown above.

The thesis proper (including introduction, main body of the text, illustrations, appendices, and bibliography) is numbered using Arabic numerals. The numbering begins with 1 and runs consecutively to the end.

* The vita is a statement giving a short biography of the candidate, including date and place of birth, institutions attended, degrees and honors, titles of publications, teaching or professional experience, and other pertinent information.

Graphs, Drawings, and Photographs  Graphs may be put on cross-section paper but the margins specified above should be preserved. If graphs are necessarily larger than the thesis paper, they should be folded and pasted within the required margins. Photocopies of drawings may be used. Photographs may be pasted on the thesis paper within the specified margins. Do not use tape or rubber cement in attaching charts, photographs, etc. Use a good glue or library paste.

Dating the Thesis  Because degrees are conferred only at the end of the academic year, the title page of theses completed during the summer or during any month of an academic year must be dated the following May. For example, if you complete your thesis in August of 2012, the date on your submission should be May 2013.
PRESENTING THE FINAL COPY  When the thesis is presented to the Graduate School, it must be in final form. It may not be revised in any way after it is presented.

Please check the pages of both the original and the copy of the thesis to make sure that all of the pages are in order, that all are numbered, and that none are missing.

THE DIPLOMA  The name which will appear on the diploma and in the Commencement Program, and under which the Library will catalog the thesis, is the name under which the candidate is officially registered. Any request for a change of name should be addressed to the Graduate School and accompanied by legal proof (marriage certificate or court order).

CERTIFICATE OF COMPLETION  If all academic requirements for the degree and all financial obligations have been met before April 1, the Office of the Registrar will issue a certificate of completion within three weeks of the candidate’s request.

AUTHORIZATION TO LEND AND REPRODUCE THE THESIS

See Sample Thesis Authorization Form (Appendix H)

All students who submit a master’s thesis must sign a statement authorizing Brown University to lend the thesis to other institutions and to reproduce the thesis. The page should be unnumbered and inserted in the beginning of the thesis.

If you have any questions regarding the submission of your thesis, please contact Barbara Bennett in the Graduate School at (401) 863-2843.
The Intricate Web:
Donne and the Creative Process

By
David Bates Foster
B.A., University of Virginia, 2002

Thesis
Submitted in partial fulfillment of the requirements for the
Degree of Master of Arts in the Department of English at Brown University

PROVIDENCE, RHODE ISLAND

MAY 2004
This thesis by David Bates Foster is accepted in its present form by the Department of English as satisfying the thesis requirements for the degree of Master of Arts.

Date________________________
(Signature of Advisor)
(Typed name of Advisor), Advisor

Approved by the Graduate Council

Date________________________
(Signature of Dean)
(Typed name of Dean), Dean of the Graduate School
AUTHORIZATION TO LEND AND REPRODUCE THE THESIS

As the sole author of this thesis, I authorize Brown University to lend it to other institutions or individuals for the purpose of scholarly research.

Date________________________ (Signature of Author)
(Typed name of Author), Author

I further authorize Brown University to reproduce this thesis by photocopying or other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

Date________________________ (Signature of Author)
(Typed name of Author), Author